Resume

**Candidate 2**

**PERSONAL SUMMARY**

Hard-working employee performs and delegates all multiple duties in a respectful and professional manner. Having fair and consistent approach to manage individuals and team’s extensive experience of supervising and developing team members hidden skills.Willing to work as a key player in challenging & creative environment.

**Quick Synopsis**

* A dynamic professional with nearly 5 years of experience in F&A domain of R2R, Treasury, GL Recs, SAP/JD Edwards, Tally, Onshore KT doc preparation.
* Transitioning of R2Rpilot projects.
* Sound knowledge of chart of accounts, recs components and adhoc journal treatments.
* Preparation of SOP/DTPs
* Database maintenance and Governance
* Excellent interpersonal & communication skills with strong abilities in client relationship management

**Accounting / Administrative skills /FNA domain skills**

* Detail Oriented
* Strong expertise in SAP/JD Edwards/Oracle, module working, JV review and passing, All Recs preparation
* Blackline tool expertise
* Reval- Trade settlement tool
* Finastra- Trade Matching tool
* Process transitioning
* SOP preparation
* Treasury reporting norms / effective Trade matching
* Client linkage to approve SOP / DTP clauses on time to apply the same before month end activities
* Work day activity management

**Client service skills**

* Client management from logistics to delivery
* Timely SOP clauses update and signed off
* Highly praised by the client’s time to time on meeting month end R2R critical journal activity closures
* Quick learner, pro-active, strong dependability, strong communication and management skills
* Engage co-workers to drill down the lean ideas with in the process to benefit project

**IT SKILLS**

* MS Excel, MS Word, MS PowerPoint
* Windows, Internet
* JD Edward/Oracle- ERP
* Blackline- Reconciliation tool
* Finastra- Trade matching tool
* Reval- Trade booking tool
* SAP-ERP
* Tally ERP, 5.4 & 9.0

**PROFESSIONAL SKILLS**

* Strong interpersonal skills, with the ability to build partnerships outside of the accounting organization
* Able to multi-task, deadline driven, high quality work product
* Self-starters with a strong work ethic and the ability to prioritize their workload to ensure timely issue resolution
* Strong analytical and strong Microsoft Office skills
* Strong Excel and Word skills
* Ability to effectively work with cross-functional teams
* Process knowledge and analytical skills
* Strong initiative and desire to work in a team oriented environment
* Good verbal and written communication skills
* Highly-motivated individual

**WORK EXPERIENCE**

**WNS Global services Pvt Ltd– Airoli General Accounting/Treasury/R2R Senior Associate Feb 2020 till present**

**Record to Report and Treasury- Australia Process**

* Treasury budget forecasting, settlements and all other treasury related core activities
* Extracting reports from SAP workflow tool regarding adhoc JV posted, to forecast the Missed SLA queue and necessary actions to meet the SLA timelines.
* Liaising up with client to prepare of SOP/DTP publishing and regular updates circulations within team.

Strong client interaction to resolve the operation issues at the ground level

**Accenture solution Pvt Ltd– Airoli General Accounting Ops Analyst Dec 2018 till Feb 2020**

**Record to Report and Treasury- Australia Process**

* Provide thought leadership and broad data management & business intelligence knowledge to ensure data is treated as a valued corporate asset
* Monthly Dashboard support
* Offline team management (12 people offline reporting to me for R2R all type activities)
* Understand various functions in JV passing,Adhoc journal scheduling, Blackline recs tool, trade matching tool, workflow systems, and perform the activity
* Extracting reports from JE workflow tool regarding adhoc JV posted, to forecast the Missed SLA queue and necessary actions to meet the SLA timelines.
* Prepare List of activities to be performed during the month and upload on APC tool to check the time taken for performing activities and chances of improving the overall productivity.
* Did 2 back to back onshore transitions for R2R activities
* Preparation of SOP/DTP publishing and regular updates circulations within team.
* Strong client interaction to resolve the operation issues at the ground level
* Manage data exceptions/fallouts and work with IT Platform to update mappings
* Create and enforce policies for effective data management
* Champion data management performance, i.e. best practices, benchmarks, targets, trends, risks, issues, etc.
* Flexible to work in any shifts round the clock and commitment to work long duration in the process
* Identify opportunities/priorities to measure, monitor, improve and maintain data quality

**Record to Report- Asia Team**

**Transition done for RTR Asia Team (09.02.2019 to 09.03.2019)**

* Team management
* More than 200 BS reconciliations: Debtor Reconciliation, Vendor Reconciliation, G/L Reconciliation
* Journal processing
* Reporting
* GST Computation, Payments, Returns etc.
* Debtor Reconciliation, Vendor Reconciliation
* Bank Reconciliation
* General Accounting
* Provide effective stakeholder management ensuring that expectations are managed
* Sufficient testing has been performed to obtain sign off from senior finance managers
* Identify opportunities and co-ordinate improvements to the internal controls framework
* Hard working personality, flexibility, inquisitiveness, proactivity
* Provide first line support to the Team Leader on daily tasks, specific issues and projects
* Provide support for general accounting
* Performing reconciliations

**Record to Report- Treasury Team at Group Level**

**Transition done for Treasury(03.08.2019 to 27.09.2019)**

* Settlement of daily Trades in Reval
* Matching Trades on Finastra
* IC statements
* Fx reconciliations
* Interest Reconciliations
* Risk Vs Cash & Payment Reconciliation
* Credit Limit reports
* Treasury Reports
* Treasury Reconciliation in Blackline
* Creating Market snap shots in Reval from Bloomberg
* WHT Summary
* Reval- JDE interface.

**Worked with GP Buildcon Pvt Ltd – GhatkoparAccounts ExecutiveJune 2018 to August 18**

KEY SKILLS AND COMPETENCIES

* Prioritizing important tasks and ensuring they get done first and get done properly.
* Proficient with MS Office and various other forms of work related technology.
* Improving product quality, customer communications and staff cooperation.
* Able to work in a busy, fast moving and target driven production environment.
* Recs preparation and JV passing on Tally
* Committed to promoting fair equal opportunities in the workplace at all levels.
* Always willing to step in and help work colleagues who are struggling.
* Willing to challenge current methods of work and to then identify, recommend and implement practical improvements.

**Worked with HT Media Ltd as Consultant for Accounting and Tax related services from March 2013 –February 2016 (The service was extended every year as retainer ship agreement)**

* Work closely with other team members to effectively manage workload and gain exposure to multiple finance and business disciplines within MSD
* Assist with monthly analytics for month end review by management
* Perform general ledger accounting and period end routine (journal adjustments, fix assets, salaries)
* Assist with the month-end, quarter-end and year-end close including responsibility for successful close of assigned entities
* Assist in maintenance of documentation of policies, procedures and controls
* Preparation of monthly management accounts of assigned entities
* Provide general ledger support for business users of the general ledger and reporting system
* Vendor management and recs.
* Organize and record tax preparation documents throughout the year
* Responsible for maintaining accurate records according to up-to-date tax legislation
* Maintain professional relationships with clients
* Expense GL, P&L preparation to balance sheet finalization
* Compute taxes owed or overpaid and completed tax forms on Tax Wise software
* Review data input and totals on tax forms to ensure no errors in arithmetic
* Day, weekly and monthly vendor and GL reporting
* Researched and solved various tax issues and questions for clients.
* Prepared client write-ups required to prepare corporate tax returns

**Rustagi Chopra & Associates (Defence Colony- Delhi)**

Worked as Article Assistant for 3&1/2 year: -

* Learnt about Book Keeping, Maintaining Records, Filing Documents.
* Tax computations relating to Income Tax, TDS, Service Tax, VAT, and WCT.
* Conducted Audit of various Banks: Bank of Baroda Darya Ganj, Oriental Bank of Commerce Mahipalpur, Allahabad Bank Faridabad
* Dealt with Income Tax Authorities regarding Assessment proceedings, Tax Refund
* Worked on Tax related matters of HT Media Ltd in case of Assessment proceedings
* Worked as an Internal Auditor of S.K. Silks Sarees In Karol Bagh.
* Worked on calculations of Advance Tax, TDS, Self-Assessment tax, Income Tax, MAT, AMT, DDT, Service Tax, VAT, WCT etc.

**Education**

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| **Qualification** | **Institution** |
| CA(Inter) in first Attempt& CA Final (1st group cleared) | Institute of Chartered Accountants of India |
| B.A | Delhi University |
| Higher Secondary (10+2) | CBSE |
| Senior Secondary (10) | Punjab School Education Board |