

RATI CHOUKSEY

CONTACT

Address:

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SKILLS:

- Analytical skills
- Excellent interpersonal skills
- Active Listening & Communication Skills
- Time Management Skills

Applications

- MS Office Suite
- Google Suite
- Oracle
- SAP

SUMMARY

Highly motivated Finance professional with 7yrs of experience in various processes. Striving for continuous learning and seeking collateral growth for self and for the organization.

WORK EXPERIENCE

Agilent Technologies International Pvt. Ltd | Gurgaon, India

Finance Specialist - Master - Aug 2011 to Aug-14

Key Responsibilities

- ❖ Cash Reconciliation of internal books with counterparties, external stakeholders, Clients.
- ❖ Identify and Investigate break items on reconciliations in timely manner.
- ❖ Research & Analysis of Profit & Loss and Balance Sheet Accounts to ensure accuracy of financial reporting.
- ❖ Calculate and process income and expense accruals including, fee and commission calculations
- ❖ Worked on a new policy implementation project for Agilent worldwide related to commission payments.
- ❖ Liaise with internal departments to resolve technical issues.
- ❖ Coordinating interaction with Internal & External Auditors

Additional Responsibilities

- ❖ Prepare and update of SOPs of new and current processes.
- ❖ Trained new resources in the process and provided support to get hands on with processes and applications.
- ❖ Arranged team fun activities and team outings.
- ❖ Supported the stakeholders in Company Split into Agilent Technologies and Keysight Technologies project

Achievements

- ❖ Worked on process improvements and got a lean certification from Quality Team.
- ❖ Won a team match of Volleyball and BasketBall match in APL (Agilent Premier League)

Education

Master's in Commerce

Barkatullah University

2007 – 2008

Bachelor's of Commerce

Barkatullah University

2003 – 2006

INTERESTS:

- Travel
- Sports
- Music

Quattrro Business Support Services | Gurgaon HR

Senior Associate - Oct 2009 to July 2011

Key Responsibilities

- ❖ Vendor Research Analysis for new vendors before setting them up in our system
- ❖ Preparation and booking of Journal entries, Prepaid Software Amortization Maintenance
- ❖ Monthly Financial Analysis for various business units of Finance onshore team
- ❖ Capital Analysis of Rob Harpel for our client
- ❖ Gained Client confidence by providing best quality research to clients and received appreciation for the same
- ❖ Actively participated in grooming new member in process by providing the process training

Achievements

- ❖ Prepared Matrix for the vendor-add-change process which helped client and requestors in submitting complete documentation in one go, it saved a lot of time and efforts at client level and at our level in closing the request before TAT.

GENPACT | Gurgaon HR

Process Associate - Jan 2008 to Sep 2009

Key Responsibilities

- ❖ Opening advisory accounts (managed accounts) of Wells Fargo bank, USA. (To invest money in the securities market by Retail account holders).
- ❖ Cash and Securities reconciliation of brokerage accounts and reporting to clients within critical TAT ranging from 2-6 hrs
- ❖ Verifying the accuracy and completeness of accounts.
- ❖ Providing additional services requested by customer, financial advisors.

Additional Responsibilities

- ❖ Workload management - Downloading and sorting reports related to outages and allocating them within the team
- ❖ To ensure that all deadlines are continually met and adequate quality control maintained over the process.
- ❖ Updating Standard Operating Procedures quarterly and whenever there is a new update.

Rati Chouksey

Date _____