# PREETI SISODIYA

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**Total Experience: 13+ Years**

**Current Company : Genpact India Pvt. Ltd.**

**Designation :** Senior Manager

**Project :**  Life Science Project

**Period of service :** Since Aug 2020 till date

**Key Highlights :** Balance Sheet cleansing, Intercompany cleansing, SOP Management and Deployment

* Responsible for end-to-end project management, using established project management methodologies
* Executes projects within budget, effectively allocating resources to optimize business results, and providing accurate forecasts and budget spending
* Proactively manages communications between all parties involved in the implementation/deployment process
* Participates in process improvement including identifying and implementing reporting and addressing data inefficiencies to reduce client time compiling data
* Process design/workflow reengineering
* Organizes development and project tasks for other team members
* Establishes and maintains customer relationships

**Project** **:** Record to Report

**Period of service :** Since Aug 2013- Aug 2020

**Highlights :** Successfully transitioned multiple processes from US and UK

**Team Span** **:** 20 people

**Operations:**

* + Transitioned multiple processes for UK and US business in F&A
  + Driving organizational goals on digital agenda like; Genome (virtual learning platform), modernization operations, RPA assessments and quick process automations leveraging new age technologies
  + Preparing MIS reports and dashboards entailing to productivity and quality
  + Maintaining rhythm of regular governance with off-shore and on-shore leadership to drive business priorities and delivering agreed level of accuracy on time
  + Ensuring employee engagement, pro-active planning of hiring requirements and retention of key resources in the team

**Process Management:**

* + Supervising GA, Balance sheet reconciliations, TAX and Internal Audit processes
  + SOP management including preparation during the pilot phase, getting signed off from customer and regular updates.
  + Mentoring the team to not only perform day to day task but also to think out of the box to improvised the process through improvement initiatives.
  + Meeting client’s requirements through delivering daily and monthly activities on time as well as maintained the quality.
  + Maintained query tracker for the team and sharing dashboard on daily basis especially at pilot phase.
* Green Belt Trained by Genpact and part of one of GB project for Controller Ship Impact.

**Environment :** T- Recs, Excel, Power Point, and Oracle

**Company : Wipro India Pvt. Ltd.**

**Designation :** Executive (Team Leader**)**

**Period of service :** Since Dec’10 to Aug.’13

**Project** **:** Record to Report

**Operations:**

* + Conducted 40 days onsite training for GL- Bank Accounting in USA
  + Supervising customer service operations for rendering and achieving quality services; providing first line customer support by answering queries and resolving their issues.
  + Preparing MIS reports entailing to productivity, quality etc.
  + Successfully handled the new processes in the pilot phase and responsibility for maintaining the quality and productivity as required by the client.
  + Conducting daily calls for representing daily weekly and monthly reviews with Client leadership.

**Process Management:**

* + Mapping client’s requirements and coordinating in developing and implementing processes in line with guidelines specified by client.
  + Monitoring the overall functioning of processes, managing & identifying improvement areas.

**Responsibilities**: As a part of Bank accounting project, my responsibilities were:

* Prepares monthly reconciliations for Transit, ZBA, Vendor and cash accounts.
* Prepares inter-unit reconciliations.
* Providing a Report on Cleared V/s outstanding vendor checks.
* Reporting of Vendor Aging & Activity and reporting of accounts and monitor the activity.
* Interacting directly with client for process improvement.
* Electronic Bank Statement Postings.
* Clearing of Transit and ZBA account on daily basis.
* Bank transit manual clearings and postings for wire transaction and maintain daily end of day reconciliation report.
* Run a final cash and cash equivalent balance sheet.

**Environment:** Lotus Notes, Excel, Power Point, and SAP

**Company:** Quattro Support Services, Gurgaon

**Designation :** Senior Associate

**Period of service :** Since Feb ’09 till Dec’10

**Project** **:** Record to Report

**Responsibilities**:

* Responsible for Processing Invoices related to Telephone Expenses, Utility Services, Tuition reimbursements, Membership Rewards, Cheque Requests and Traveling & Expenses as Non PO backed and PO backed.
* Solving queries related to Invoice Processing i.e. solving the processing related queries in consultation with the approver/requester of the invoice and other concerned persons through E-mails and Telephonic calls.
* Processing Inter-branch invoices and Inter currency Invoices using suspense lines and preparing the manual journal entry.
* Having direct interaction with the International clients/Suppliers and Purchasing.
* Coordinating with quality team for process improvement.
* Reporting of Vendor Aging & Activity.
* Maintenance of Vendor Masters records.
* Prepared Vendor analysis report for customer.
* Prepared the list of regular vendors with the vendor number to facilitate the processors with minimum errors.
* Interacting with different counterparts and senior management through mails / conference calls, inbound and outbound calls for resolving queries which are raised during the processing of invoices.
* Preparing MIS reports on payments made by processor on weekly basis and of different areas as required.
* Preparing Monthly Financial Reporting.
* Monitoring accuracy levels and timeliness of work of the team.
* Booking quarterly entries as required for debt, accruals and amortization.
* Imparting training to new members in Vendor Payables regarding procedures and related software.

**Environment:** Windows 2000, Excel, Power Point and Oracle.

**Company : Ebusinessware India Pvt. Ltd., Gurgaon**

**Designation :** Financial Analyst

**Period of service :** Since March ’08 till Oct’08

**Responsibilities:**

The projects involves Data Cleaning/ Data Verification/ Data Validation/ Data Enrichment with the help of highly advanced tool namely Credit Dimensions blended with meticulously laid out & controlled manual processes.

Under this project we help the customer in enhancing their product Data Scope Select. DSS contains counterparty reference data and the work is to enrich/maintain Counterparty reference data by using various process rules for different markets and applying corporate actions.

As part of Ebusinessware India Pvt. Ltd. my responsibilities were to:

* To provide the authentic information from most reliable resources.
* To Prepare consolidated summary of different entities using financial statements and SEC reports.
* To prepare query log for and follow up with back office operations team.
* Preparation of Variance Analysis.
* Work as team member.

**Environment:** Windows 2000, SQL and Officex

## Qualification

Professional:

* PGDM from Integrated Academy of Management and Technology (Approved by AICTE, Ministry of HRD, Govt. of India), Ghaziabad with area of specialization in Finance and Human Resource. (2006-2008)

Academics:

* M.com, D.A.V.V Indore, in 2007
* B.com, D.A.V.V Indore, in 2005

**Projects undertaken:**

* Conducted a survey on “Impact of FDI in Insurance on Indian economy” as Summer Training at ICICI prudential.
* Final year project on “Impact of Market Crash”.
* Project on “Impact of FII’s on Indian Market”.

#### Achievements:

* Won 3rd prize in Article writing “Women of 21st century”, at PG level.
* Won 1st prize in G.K. Exam, Unique Youth Club, at School level.

**Extra curricular activities:**

* Organizer of 8th International conference held at Indian International Center, New Delhi PG level, nov.2007.
* Organizer of 9th international conference held at Indian Islamic Center, New Delhi PG level, dec.2008

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