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| **Puja Shaw**  **Assistant manager in operations**  🏠 | **31,Chanditala branch Road, Udayan park** | |
|  | **Kolkata – 700053, WB, India** | |
| 🖄 | **poojashaw209@gmail.com** | |
| **🕻** | **+91-8420935067/+919163074127** |  |
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# **Profile Summary:**

Seasoned professional with a proven track record, having 8+ years of strong functional experience & corporate expertise in the Financial Accounting/Offshoring domain within the Global Shared Services Market & with International Clients/Processes in the Consulting sector, BPO Industry from larger MNCs.

Currently working with **Genpact** Kolkata in Record to report process for LATAM region. Genpact is offering a wide range of Outsourcing and business solutions mainly related Finance & Accounts services operating around 36 countries

**Experience Summary**:

M.Com.(Financial Accounting) with 8+ yrs. of hands on experience in Finance & Accounts, handling various responsibilities expertise include

Record to Report GR /IR reconciliations

 Financial Analysis/Reconciliation & Reporting  Process Training & Documentation

Process Improvement/Change Mgmt. Lean Six sigma White Belt certified

 Team handling

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|  | **Since Mar 2017 – Till Date**  **(R2R Assistant manager)** |
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**Job Responsibilities:**

* Preparation of Balance sheet Reconciliations in Blackline tool
* Preparing and Posting Journal Entry
* Responsible for performing of period close activities to ensure integrity of financial information
* Responsible for performing Foreign Exchange (FX) activities.
* Manage period close activities viz., ECC FSA reporting and Web forms submission on HFM tool and ensure all deliverables are met on timely basis.
* Daily follow up with client and internal department for open items
* Closure of Open items in Blackline tool
* Responsible for Review of Monthly SLA Files and other Reports related to that
* Responsible for maintaining various review trackers
* Responsible for Internal review of all the activities of Team members
* Responsible for preparing SOP’S and made necessary updates as per the MCASS audit requirement
* Communication with the customers on a regular basis for the respective market via operation call
* Team handling of 9-10members
* Performance review of team members on monthly basis
* Handling attrition and shrinkage of Team members.
* 1-o-1 of team members on monthly basis
* Attended offsite virtual S/4 Hana transition workshop

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| **Account Assistant- Nopany & Sons Pvt Limited, Kolkata** | **Since Oct 2014 – Feb 2017**  **(Financial Accounting)** |
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**Job Responsibilities:**

* Involved in preparation and maintenance of Annual accounts of Individual, HUFs, Trusts and Firms

***Achievements:***

* Work with 100 % TAT and Accuracy.
* Handling process escalation in a timely manner & do RCA on it to avoid repetitive mistakes.
* Gained rich knowledge in R2R process & keen on continuous learning new things.
* Assigned for the closure of Aged open items for more than 365 days
* Successful closing operations done even with less team members with cross training structure.

***Rewards & Recognition:***

* Bronze awards winner for maintain accuracy level 100% throughout the year.
* Got appreciation letter from AVP for excellent performance.
* Got Recognition for Achieving continuous excellence in production
* Got performance excellence awards for giving extra support to sub-process.
* Got recognition from SDL for excellent performance in operations.

***Academic qualification:***

* M.COM (Financial Accounting) in 2018 from

Vidya Sagar University

* B-COM (ACCOUNTS HONOURS) in 2012 from Calcutta University.

***Professional Qualification: -***

* Excel Skill: - Having exposure in advance excel. Have practical experience in V Lookup, H Lookup, Pivot table, Data Validation, Conditional formatting, Text to column, paste special, Cell referencing, advance filter and many other applications.
* Software Exposure: - Having exposure in SAP.
* Tools: - Users of several word processing packages like Excel, Power Point, MS Word & Internet.
* Certification in Lean Digital
* Working on Green Belt Project

***Personal Profile: -***

* Nationality: - Indian.
* Sex : - Female
* Date of birth: - 9th May, 1990
* Marital status: - Unmarried
* Passport: Available
* Hometown: Kolkata

***Language Proficiency:***

* Excellent communication skill in English
* Equally good command Hindi & Bengali.
* Formal communication learned in Italian

***Hobbies:*** -

* Listening to music
* Watching web series

I do hereby declare that all information stated above are true and correct to the best of my knowledge and belief.

Date: (Puja Shaw)

Place: KOLKATA