

PURNENDU MISHRA

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Objective:

To work in a professionally managed organization where my 15 years' experience, skill and abilities shall be put to test for achieving the best of organization's objectives and also to excel in the fields of Accounting, finance & reporting.

Profile Summary:

15years of extensive cross-functional experience in Finance and Accounts.

Presently working as Assistant Manager with **Infosys BPM Ltd.**

Academically, a **B.com (Hons) Graduate**, a charismatic team player, training, guiding and motivating teams of professionals towards maximum productivity with exceptional consensus building, negotiation and interpersonal skills, analytical mind and comprehensive problem detection/solving abilities.

Areas of exposure:

- General Ledger Accounting
- Financial Reporting
- Inter Company Accounts overseeing & performing frequent Reco.
- Accounts Payable monitoring
- Handled statutory tax Audit of large corporates

Key Achievements:

- Awarded IStar from Infosys for 3rd consecutive years
- Lead AR monitoring & Improved credit collection by regular follow up
- Could improve team CSI (Customers satisfaction index) score and Personal CSI Score drastically with constant focus & monitoring.
- Achieved 15% reduction in FTE year on year.

Current Employment: (April 2007 – Till Date)

Working in **Infosys BPM Ltd as Assistant Manager - Finance & Accounts** handling MIS Reporting, General Ledger accounting, P2P & O2C activities as follows:

- Supervision of monthly Reconciliations
- Preparation, analysis and submission of FLASH reports (daily)
- Preparation Fin-ops report on a monthly basis
- Analysis of Accruals and follow up to closures
- Review & monitoring of Integral Gross Margin, Fixed Selling Expenses, which supports decision making & control steps.
- Verification of sales and Purchase Reports on daily and weekly basis
- Communicating with clients on daily & weekly basis in call
- Verification & submission of Projected balance sheet and Rolling Forecast report (monthly).
- Always details oriented, supporting management to take a decisions on financial statements.
- Working with clients to resolve the queries
- Responsible for Inter company accounts, frequent recon, AR & AP balance ageing, Overdue follow up, payment processing.

Transition Experience (CANADA)

Completed Successfully Canada transition within 26 days for 41 reports & received client appreciation note for quick learner completion of preparation of work instructions.

Transition Experience (PANAMA)

Lead a team of 3 FTE for BSAR transition for 45 days migrated 173, reconciliation & implemented of innovative idea in preparation of Desktop Procedures and Reports.

Previous Work Experience 1: (October 2004 – March 2007)

Worked in CAMS (Computer Age Management Services Pvt Ltd), as processing Officer (F&A) handling (checking & posting) daily transaction monitoring & Posting of DSP Merrill, Lynch & SBI Life Fund

Previous Work Experience 2: (Dec' 2000 to Oct' 2004)

Worked in M/s Singhi & Co (Chartered Accountants Firm), Chennai as Team Leader - Audit. Handled Statutory Audit, Tax Audit, Internal Audit of large corporates. Also handled Bank Audits. Was expert in preparation of financial statements including cash flow statements.

Education:

- B.Com (Hons) from Utkal University (1997).

Computer Proficiency:

- ERP : SAP R/3
- MS Office: Excel, word & Power point
- Other Package : Tally 9 (Accounting package)

Personal Profile:

Date of Birth	: 3 rd Sept, 1977
Father's name	: Kulamani Mishra
Permanent Address	: Lahan Sasan, Chandol , Kendra Para, Odisha.
Marital Status	: Married
Languages Known	: Hindi, English, Oriya, and Tamil.
Hobbies	: Listening Music, Playing Cricket, Reading News
Passport Number	: H4781386
Valid Visa	: Valid CANADA VISA till 2019.
	: Valid US VISA till 2027.

References: Will be produced on demand.

Place: Chennai

Date: July'2018

(PURNENDU MISHRA)