**JUHI ROY**

**Mb: 9836370021**  **Email: juhi.roy03@gmail.com 13 Station Road, Durganagar, Kolkata -28**

**PROFESSIONAL EXPERIENCE: Total: 10.6 yrs**

**Capgemini: 6.9 years (Jun 2014 - present)**

Currently working with Capgemini India Private Ltd. as a Business Process Lead(B1) in India General Ledger Team. Handling a team of six members. Also managing Intercompany reconciliation issues for the group. Serving as a L1 team for the Group IT team for the ICS tools which runs on Java Platform on and above the business deliverables.

* Mainly responsible for delivering and reviewing Fixed assets, Cash actuals, Investment accounting, Bank reconciliation, Preparing and posting Journal entries, reviewing accrual entries prepared and posted by the junior team member. Also looking into inter – company accounting and provisions prepared by the junior team members.
* Also preparing & maintaining Prepaid, Prepayment, Fixed deposit scheduling of the company.
* Implementing RPA in current process and finding new scope for further RPA implementation and for reconciliation automation.
* Transiting new activities as and when there is a new requirement.
* Passing and posting journal entries and preparing different types of reports.
* Providing data for KPI and internal dashboard.
* Preparing goal sheets, evaluate team members performance.
* Reviewing and supervising activities of junior team members.
* Reconciling depreciation and asset accounts.
* Responsible for end to end accounting of Fixed Assets.
* Worked on Oracle R12 implementation project mainly in Fixed Assets GFS module.

**Pwc SDC Kolkata: 8 months (Nov 2013-Jun 2014)**

Worked with PWC SDC Kolkata as an Associate in Assurance. Mainly responsible for counter-party compliance team.

* Performed Client Research, prepared BAF, MRLs for the audit.
* Worked for several clients’ financial report relating to test of details activity.
* Worked on databases like Factiva, Bloomberg tool.

**Genpact:** **3.1 years (Sep 2010-Sep 2013)**

Worked with Genpact as a Process Developer in Finance & Accounts division.

* Performed Bank Reconciliation in Accounts Payable and currently a part of the General

Accounting team.

* Performed bank close after the AP close.
* Worked on Oracle up-gradation project for the client, was mainly responsible for the Cash Management Part.
* Performing month close activities for Europe set of books of the client.
* Clearing payments and making manual payments in Oracle AP.
* Tracking and managing the Suspense Account.
* Performing Inter-Company Adjustments.
* Handling calls and resolving issues over the call.
* Providing necessary support to the Rejection Resolution Team.
* Handling Cash-in-transit account. Analyzing the balance movements.
* Resolving different issues/queries related to payments and successfully handling them.
* Preparing and maintaining proper files for audit purpose.
* Handling both internal and external queries efficiently.
* Preparing debit notes and having a clear idea about invoice processing.
* Performed re-class activities in AP.
* Analyzing and reducing suspense balance over the time.
* Making manual payments in the system to adjust the direct debit payments.
* Resolving various month-end issues.
* Resolving emails.
* Worked in Orcale11i, Oracle R12 ,Basware , Acc Pac, APRO (banking gateway).
* Retrieving Reports from Oracle .e.g. Cash-in-transit Report, Trial balance Analysis report, Unaccounted Transactions Report etc.
* Worked on oracle R12 implementation project mainly in Cash Management.

**CORPORATE OBJECTIVE**

To contribute creatively towards the organizational objectives, using every opportunity to learn and to use my skills and knowledge to successfully handle challenges.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- | --- |
| YEAR | DEGREE | INSTITUTION | BOARD/  COUNCIL | MAJOR | PERCENTAGE  OBTAINED |
| 2008-2010 | Master of Commerce | St.Xavier’s  College,Kolkata | Affiliated to Calcutta University | Accounting and Finance | 62% |
| 2008 | Bachelor of Commerce  [Hons.] | Seth Anandaram Jaipuria College | Affiliated to Calcutta University | Accounting and Finance | 55.63% |
| 2005 | Higher  Secondary | Krishnapur Adarsha Vidyamandir | WBBHSE | Commerce | 70.7% |
| 2003 | Madhyamik | Calcutta Airport  English School | WBBSE | ……… | 64.125% |

**IT PROFICIENCY**

**Computer Knowledge**, can proficiently work in MS Office (MS Word, MS Excel,

Power Point), Internet & E-Mail, MS Windows, Oracle 11i, Oracle R12, Basware, Acc Pac.

**RECOGNITIONS**

* Bronze award winner from Client twice.
* Achieved cheer points several times as excellent spot performer.

**PERSONAL TRAIT**

Team spirit, willingness to learn more.

**PERSONAL DETAILS**

Date of Birth : 21 Feb 1987

Sex and marital status : Female, Married.

Father’s Name : Lt. Abdul Rahman

Language Proficiency : English, Hindi, Bengali.

Holding a B1 US Visa.

**EXTRA CURRICULAR ACTIVITIES**

Completed 3rd year in Bharat Natyam (Classical Dance) .

**DECLARATION**

I hereby declare that all the information above furnished by me is true to the best of my knowledge. I will always display the highest professionalism in my position I am entrusted with.

Juhi Roy

Place: Kolkata