**Aruna Ganesh** E-Mail:[**arunaganesh5@yahoo.com**](mailto:arunaganesh5@yahoo.com)

San Ramon Res:: (**408) 718 8915**

CA 94582

Permanent Resident

**SUMMARY**

Strong analytical skills; support operations through analysis of key performance indicators and trends. Detail-oriented **Financial Analyst** with background leveraging Masters in Financial Management and hands-on experience in quantitative / statistical analysis, accounting, and forecasting. Excellent problem solving and time management skills. Works well independently or as part of the team, taking responsibility for tasks, deliverables and deadlines.

SPECIFIC AREAS OF EXPERTISE

* Journals for month end and year end closures
* Month End activities
* Reconciliation
* Forecasting
* Evaluated Receipts Settlement (ERS)

**Ross Stores Inc.California**

**Dec 2019-Current**

**Senior Financial Analyst - Treasury**

* Forecasting credit and debit card expenses for stores along with variance explanations.
* Partnered with sales audit team to identify any variance reported from weekly forecasting and update the projection during forecast period in Hyperion reporting.
* Journal entries and reconciliations for Treasury-owned P&L and balance sheet accounts.
* Reconciliations for gift card liability balance sheet accounts.

Oversees gift card internal orders.

* Quarter-end and year-end reporting and reconciliations, assistance with quarterly debt covenants, and assistance with yearend 10K package reviews.

**Omnicell Inc, California, US**

**Aug 2019-Nov 2019**

**Financial Analyst**

* Provided CFO & Senior Executive staff with business intelligence that helped drive strategic planning & decision making. Responsible for reporting total company P&L actuals & providing insight on variances against forecast, plan, and consensus. Performed ad hoc analysis & compiled executive presentations for CFO, Audit Committee, & Board of Directors.  
    
  Created a model that projects total headcount for the company that is distributed to Global FP&A, HR, & Senior Executive staff.  
  System administrator for the company’s forecasting tool. Responsible for providing technical support, updating & maintaining the financial reporting structure, & creating complex financial forecasting models.  
  -Created & maintained cost centers, cost center details, & cost center structures in SAP & TM1. Communicated updates to cross functional partners to ensure data consistency.
* Provide support to global finance users during monthly forecast, month end close and ad-hoc analytic reporting in financial planning system
* Assist in driving the corporate forecasting review process with the businesses including Annual Operating Plans, Monthly/Quarterly P&Ls and quantify quarterly risks and opportunities
* Prepare PowerPoint presentations and update Excel models

**Sep 2018- July 2019**

**Team Lead - Accounts Payable**

Business Lead for AP Automation Project. & Electronic Payment Automation.

Managed and performed the full Accounts Payable cycle

Executed monthly closing of the AP module in SAP system,

Co-ordinate with AP Accountant for any necessary corrective Journal Entry, as required.

Review weekly check/ACH payments

Concur- Expense reimbursement

Ensured the expense reports are uploaded successfully into payable system, and initiate any corrective action when there is a failure in transmission.

Assisted in the audit of account payable transactions, ensuring the accuracy of internal audit and SOX compliance.

Managed departmental schedule, vacation and overtime to assure adequate staffing.

Answered multiple inquiries from internal customers and external vendors to assist with invoice and payment issues while streamlining processes and reinforcing efficiencies. Positioning team members to make optimal use of their talents. Motivating and inspiring everyone to do their best work.

Created new and streamlined existing procedures.

**Omnicell Inc, California, US**

**Aug 2016-Apr 2018**

**Accounts Payable Specialist**

Coordinate the functions of Accounts Payable and performed month end close for AP ledger. Responsible for auditing all in house check payments. Responsible for all wire & ACH payments. Process all Foreign Currency invoices. Ensured to reconcile cash/ wire recon for month end.

To perform month end book close, and post any necessary corrective Journal Entry, as required Generate and review reports for end of month processing. Responsible for performing GL reconciliation for Accounts Payable, after the books close.

Process expense reimbursements to employees through Concur. Upload Concur data into SAP for reconciliation, and clear payments for the same. Reconciling International expense reports from Employees, and process reimbursement.

SME for AP Automation Project. Effectively completed all test cases.

Responsible for performing vendor account reconciliation, and address any outstanding invoices.

Processes complex and/or detailed invoices for payment, to include rent/lease, contracts, telecommunications, and unusually complex utilities invoices. Process down payment to vendors and reconcile them periodically. Responsible for SAP testing for IT requests.

**Areas of Accomplishment during my tenure**

**Served as a back-up for AP Manager, in the absence and handled Accounts Payable activities seamlessly in addition to AP Automation Project.**

**Omnicell, California, US (as a contractor through Johnson Service Group)**

**Mar 2016 – June 2016**

**Sr. Accounts Payable Analyst**

Coordinate and supervise the functions of the Accounts Payable. Followed up with Vendors in getting vendor statements promptly, and ensured to perform reconciliation in order to identify any outstanding invoices. In turn, ensured timely payment for all pending invoices.

-Responsible for Goods Receipt/Invoice Receipt Ledger, and ensured to clear all aged items for quarter end books close. Contributed in the phase of documenting desk procedures for payment processing and Goods Receipt ledger reconciliation. Responsible for Vendor Maintenance / Vendor Add into Payable system. Analyze whether the vendor qualifies for 1099.

-Supported team members, in clearing any past due invoices. Served as a backup in the absence of Payable Manager, in clearing major email enquiries and vendor record changes. Assist Accounting Manager with all system enhancements testing and implementation efforts and or procedures to increase efficiencies within Accounts Payable. High level of Internal and External customer service.

**World Bank, India**

**Aug 2010 – Feb 2014**

**Profile: Payroll Accounting (Sr. Accountant)**

-As a Payroll administrator, I was responsible for 5000 employees. Have always ensured to monitor, review and perform quality analysis as per the objective of Unit’s work program. Monitored payroll reports effectively to ensure accuracy. Investigate employee’s claims, and proceed for approval. Was responsible for major ledger accounts which impacts Payroll payments.

**Accounts Payable Specialist**

-As an accounts payable specialist, have ensured to process payments on time with accuracy. Responsible for processing accrual journal entries as the case may be. Execute payment process for automated documents and maintain quality control before executing payments. Ensured to partnership with Accounts Receivables team, in order to apply any refund checks.

**Areas of Accomplishment during my tenure in World Bank**

* Contribution towards Control Environment**:** Contributed/Supported in the phase of documenting desk procedures
* Responsible for process related presentations before Management.
* **Have been awarded thrice for best performance & process improvements**

**Saksoft Ltd., Chennai, India - Sr. Executive**

**Oct 2008 to Feb 2009**

As a Sr. Executive, managed with vendor accounts, generating weekly on demand checks. Facilitating cash application by collecting check copies for applying cash in the books. Analyzed and cleared aged items, by developing a tracking sheet system. Collection follow-ups with the customers and providing necessary details for prompt payment. Presenting aged items status to the Management on a monthly basis, and ensured to follow procedures, in clearing these items through regular follow-ups.

**Ford Business Services Center Pvt. Ltd. Chennai, India (Process Specialist)**

**Aug 2005 – Oct 2008**

**Profile -Intercopmpany Accounting**

As an Intercompany specialist, analyzes and ensured to post accounting entries for the Wire transfer received with accuracy. Responsible for Cash application for the checks received in SAP R/3. Ensured to perform Monthly Reconciliation of GL & updating the reconciliation module. Analyzing and clearing of Aged items Collection follow-ups with the customers by providing necessary details for prompt payment. Always ensured compliance with accounting deadlines.

**Profile – Supplier’s Debit Balance Analysis**

As a Debit Balance Analyst, I was responsible for recovering the negative receipts booked by the Buyers for any quality concern or the duplicate payment against the suppliers. Ensured to follow up with the supplier for any debit balance against their account. Also coordinated with Buyers & the Suppliers for any disputes by the Supplier against the debits. Have always ensured to collect the refund check by following with the Supplier.

Handling e-mails for supplier's query regarding their payments

**Profile – Supplier’s Database**

As a Vendor Maintenance Specialist, Created vendor codes accurately as per the standard, in order to facilitate timely payment to the Vendors/ Suppliers. Accurately linked the vendor’s codes, in order to ensure payment process as per the Vendor’s information for remit-to address. Ensured timely process for placing & releasing of Payment Blocks in Vendor account, as per the set standard. Responsible for

updating payment terms in Vendor accounts, as per the request from Buyer. Ensured correctness in

handling payment releases for the day & holding the checks based on request received internally and externally.

**Areas of Accomplishment during my tenure in Ford Business Services.**

* Received “best employee” for service excellence.
* Introduced the 5S filing system to the department, conforming to GIS guidelines, which led to 100% backup documentation and improved retrieval of documents.
* Supported in Six Sigma Project (Yellow Belt) of the Team, in identifying and preventing duplicate payments made to suppliers
* Also established strong procedures for making future payments without errors.

**Software Toolsets**

* SAP R/3
* Peoplesoft

**Education**

Bachelor of Commerce

MBA - Financial Management

(Financial Analysis Specialist Certification)