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**Senior Management Profile – Operations / Processes / Business Leadership**

***‘Exploring Leadership opportunities across Financial Sectors / Financial Reporting / Banking / Share & Commodity Markets / Mutual Funds domains roles with globally reputed BPO / KPO / Manufacturing organizations’***

*Qualified MBA (Marketing & Finance and, M Com, presenting 13+ Years’ varied exposure in Business Operations, MIS Reports, and Research Analysis domains...Track Record of Success in…*

**ERP (Oracle, SAP, and Lawson) | Blackline System Admin Tool | Record to Report | Management Reporting | Project Management | FP&A**

**Executive Synopsis**

* Currently working with Genpact India Pvt. Ltd. (Delhi NCR, India) as Manager.
* Dynamic and competent Finance Professional, with 13+ Years result-driven exposure across Business Operations, MIS Reports, and Research Analysis.
* Proven acumen in Financial Analysis, Closing & Reporting, General Accounting, and US GAAP, being fully versed in Process Management, with the ability to act as a Subject Matter Expert on the processes.
* Proficient in offering knowledge and training to the Fresher on the National level, with the ability to track the Defined Processes/Procedures, while generating diversified Process Improvement Ideas.
* Deft in defining processes/procedures, promoting diversified Process Improvement Ideas, with exceptional Consensus Building, Negotiation & Interpersonal Skills, Analytical Skills, and Comprehensive Problem Detection/Solving abilities.
* Piloting well-developed Communication Skills with the Reputation of resolute Accuracy, Credibility, and Integrity, and proven Track Record across Team Management to consistently raise the Efficiency Levels.
* Adept in handling Short-Term Onsite Transition Exposure, with 5 times onsite experience of Transitioning the Activities across Arlington (New York)and Thousand Oaks (CA), and Houston (Texas).

**Academics**

* **Master of Commerce** | Alagappa University, Chennai | 2008
* **MBA - Marketing and Finance (Regular)** | KIIT University | 2007
* **Bachelor of Commerce** | Utkal University | 2003
* **IFRS Certified |**ACCA,UK

**Recent Work Experience**

**Manager: *Genpact India Pvt. Ltd,Delhi NCR, India:*** May 2016 to Present

**Key Responsibilities:**

* Reporting to the Senior Manager. Currently working as a FLM for the team assigned to me. Handling a team size of 10 people.
* Handling various Governance call with Clients in addition looking after the Management expectations on team performance and always tried the level best to present all the team regarding matters to management in an effective and efficient manner.
* Reviewing all the Activities Key Critical activities performed by the team
* R2R and Inventory Team for US based Client from 22nd July 2013, acting as Part of KT Team, and successfully executing the Process of Knowledge Transfer (OJT).
* Coordinating the Consolidation Process by Utilization of SAP, handling Approver role assigned in Blackline..
* Finalizing various discount and liquidation projects for Sales controlling Team, finalizing the selling price for new SKUs based Project Reports, like different product categories.
* Cooperating with overall Sub-Processes in Saudi Arabia R2R team for Review of all the key close activities, like posting of Journals and review of all the Key close activities.
* Assisting in the development of Reporting Activities like Daily Status and Dash Boards, LA/KPIs even as handling diversified Client Calls during the Closure and various governance call e.g. Balance sheet Governance and Month end Governance.
* Managing Blackline Approver to review reconciliation prepared by team and Financial Manager functions to publish various report for the BS Governance calls and various requirements.
* Following up with the Functional Teams to finalize the Closed Task prior to the Closure Meeting Reporting.
* Assisting the Automation (RPA) team to drive various Robotics/Automation projects.
* Aiding the Onshore Team pertaining to the Quarter-End, Month-End, and Year-End closure.

**Major Accomplishments**

* Recognized with a Client Award for Outstanding Performance in Q4 2016. For successful execution of KT.

**Assistant Manager: *Genpact India Pvt. Ltd., Kolkata, India:*** Jul 2013 to May 2016

**Key Responsibilities:**

* Reporting to the Manager.
* Consolidating Team for US based Client from 1stJuly 2013, acting as Part of KT Team, and successfully executing the Process of Knowledge Transfer (OJT).
* Coordinating the Consolidation Process by Utilization of SAP, handling System Admin role assigned in Blackline, and executing Training Issues on Chart of Account Maintenance in SAP.
* Acquiring training on Closing of Group SOB, and ensuring fruitful Training on Domestic &International Census Reports.
* Finalizing various Business Warehouse Reports, like Cash Flow, FRX Report, and Gross Margin for all functional accounting group, checking the accuracy of numbers reported and publishing consolidated reports.
* Cooperating with overall Sub-Processes in Corporate Accounting prior to Initiation of the Consolidation Run.
* Assisting in the development of Reporting Activities like Daily Status and Dash Boards, even as handling diversified Client Calls during the Closure.
* Following up with the Functional Teams to finalize the Closed Task prior to the Closure Meeting Reporting.
* Aiding the Onshore Team pertaining to the Quarter-End, Month-End, and Year-End closure.

**Major Accomplishments**

* Recognized with a Client Award for Outstanding Performance in Q2 2014.
* Received appreciations from the internal management for displaying stellar performance from time-to-time.

**Earlier Work Experience**

**Business Process Lead: *Tata Consultancy Services Ltd., Mumbai/Kolkata, India:*** Jul 2010 to Jul 2013

**Career Progression:**

***Record to Report (Bank Reconciliation Team) (SCI):*** *May 2012 to Jul 2013*

***Record to Report (GL) (Devicor Medical Product):*** *Jul 2010 to Apr 2012*

**Key Responsibilities:**

* Reported to the Manager and supervised a Team of 5 Staff.

*Record to Report (Bank Reconciliation Team) (SCI):*

* Interacted with the Bank Reconciliation Team as a role-based TL for a US based Client (SCI) since 1st May 2012.
* Contributed as a part of a KT Team, with successful Execution of Appraisals assigned in the Personal Work Flow.
* Ensured the fruitful Completion of the Appraisals assigned within the Personal Work Flow.
* Piloted the successful Completion of the Knowledge Transfer (OJT) activities.
* Managed a team of 15 Members, handling Bank Reconciliation as a Part of R2R Tower, followed by an Assignment Appraisal for 4 Team Members.
* Helped Blackline Support team to migrate from Checkfree reconciliation system to Blackline reconciliation system.
* Acted as a part of the Daily Update Call with the Client, and handled a part of the Monthly Dashboard Call with Client.
* Reviewed diversified Activities executed by the Team, prior to submission it to Onshore Locations.
* Tracked the preparation of SLAs & Dash Boards, and followed up with the IS Team to ensure Timely Loading of Bank and Book DAT into the System, to ensure a streamlined Reconciliation Process during Closure.

*Record to Report (GL) (Devicor Medical Product):*

* Monitored a Platform Solution, with ERP (Oracle R12) introduction to the Go-Live of a New Process from 7th July 2010 as a part of the General Ledger Service Delivery team.
* Contributed as a part of a Transition Team, ensuring successful Completion of the Remote Transition for the Project.
* Controlled the GL Module, while managing Service Delivery as part of USA, Canada, France, Italy, and Germany.
* Imparted assistance to the AP Team as per their Requirements, while tracking the ADP Payroll related issues.
* Conducted Revaluation, Translation, and Consolidation Processes between the Parents & Subsidiary Ledgers before month-end.
* Partook in the Chart of Account maintenance and Currency maintenance initiatives on behalf of various Countries.
* Performed numerous Balance Sheet Reconciliations, and acted as Part of conference call with clients to present updates.
* Monitored the development of Cost Center wise Budget and Actual Sales (General & Administration Analysis) for Clients.
* Developed the Trend Analysis following the drawing of Income Statement & Balance Sheet from the Oracle System.
* Tracked the various Entries during the Closure, e.g., Recurrings, Accruals, and Ad hoc Entries.
* Negotiated as the Quality Spoc for the Team, while assisting the Team to generate Dashboards and Other Quality related Documents for the Process.
* Developed various MIS Reports via Oracle System on a daily, weekly, and monthly basis for the Client Accounting Team.

**Major Accomplishments:**

* Imparted assistance to the Transformation Team during the Implementation of Oracle R12 during the conduct of Initial Projects to ensure a successful Objective.
* Felicitated during the 2nd Project during the R2R Bank Reconciliation Process to ensure successful Transition & Stabilization of Projects.
* Managed to gather Appreciation for Single-Handed Transitioning of the FP&A Process during Jan 2009.
* Honored by Clients to ensure a Successful Transition of the Bank Accounting Team within a span of 3 Months actually completed within 5 Months.
* Felicitated during the Q3-2007 and Q4-2008 by Clients to ensure adequate Outstanding Performance.
* Honored with a Bronze Award from Genpact assisting the Manager in executing the Quality-based GB Project.
* Received a Customer Award for Outstanding Performance.

***Genpact India Pvt. Ltd., Delhi NCR, India:*** Dec 2006 to Jun 2010

**Career Progression:**

***Process Developer - Financial Planning & Analysis (US FP & Team):*** *Dec 2008 to Jun 2010*

***Bank Accounting (Investor & Mortgage Accounting):*** *Dec 2006 to Dec 2008*

**Key Responsibilities:**

* Reported to the Assistant Manager.
* Controlled the Closing & Reporting activities for the UK Closing & Reporting Teams.
* Imparted assistance to the UK Closing & Reporting Team while coordinating the day-to-day activities.
* Monitored the diversified Balance Sheet Reconciliations with due diligence.
* Piloted the numerous Expenses & Revenues with the assistance of the Journal Entries.
* Managed various the Interfaces, FX Reports, and Transaction Reports on Oracle.
* Performed Trend Analysis & LOB Analysis after drawing the Income Statement / Balance Sheet from Oracle ADI.
* Conducted the Transfer Pricing Analysis, along with the preparation of numerous Journal Entries during Closure.
* Tracked the preparation of Trial Balance during the Closure.

**Major Accomplishments:**

* Coordinated the execution of Management Reporting activities, in coordination with the Blackline System Admin Team to curtail the Work Burden.
* Attained the Q2 2014 Award from the Existing Client due to display of an Outstanding Performance.
* Steered team towards acquisition of Appreciation autonomously owing to Transition of the FP&A Process in Jan 2009.
* Honored by the Client to ensure the Successful Transition of the Bank Accounting Team within 3 Months, expected to be completed within 5 Months.
* Awarded during the Q3-2007 and Q4-2008 by the Client thereby ensuring Outstanding Performance.
* Acquired a Bronze Award from Genpact leaders in assisting the Manager to finalize the Quality based GB Project.
* Received the Bronze Award thrice owing to a superior Team Performance and Extra Initiative Quality.
* Bagged 5 Bronze Cheers from Genpact AVP, Mohit Thukral, during the 3 Year stint with E-Trade.
* Gained promotion as a Process Developer w.e.f. Jan 2009

**Key points to highlight detail blackline experiences**

* An overall experience of around 10 years in handling Blackline tools for various roles and responsibilities
* Helped the Support team when one of our client was migrating from his old reconciliation tools to Blackline reconciliation tools ( Matching concept)
* Worked around 4 years in Blackline admin roles with below mentioned roles and responsibilities
  + - Period open/close in blackline
    - Setting up due dates for Blackline reconciliation and tasks
    - Review of available blackline user licenses
    - Interface of GL balance, Sub ledger Balance and Currency exchange rate once Masterdata team run the ECC job in SAP to Blackline
    - Reassignment of tasks and Recs ( Single and Bulk) in the Systems as requested by users by following the agreed approval matrix
    - Providing new user access with the requested roles and responsibilities by following the agreed approval matrix
    - Monitoring of all the tasks and recs has been 0 before closing the current period as this was falling under 2 SOX control for Task and Rec respectively
    - Arrange the blackline induction program for new users
    - Following up with Blackline Company support for any system glitches
* Above mentioned points are the major key points which I have handled during blackline admin role apart form that for current client I have the Approver and Financial manager role to review all the Reconciliation prepared by the team and publish various report for our Monthly and quarterly Balance sheet governance call.

**Other Previous Assignments**

**Akhandala Mani Electrical& Construction**

***Manager Commerce:*** *Oct 2004 to Apr 2005*

**Rubee Airfreight Ltd.**

***Accountant:*** *May 2003 to Sept 2004*

**Trainings and Certifications**

* Quality Based & Green Belt Trained and Tested
* Lean Trained & Tested
* Certified in IFRS | ACCA, UK
* Training on Oracle 11i Financial | Oracle University (GL, AP, AR, Cash Apps, and FA Module)
* Advanced Excel Training | Sponsored by Genpact

**Workshops**

* Seminar on Controllership on the Usage of SOX in an Organization
* Seminar sponsored by the Blackline on How to Use the Tool and its Significance
* Greenbelt Workshop prior to Completion of the GB Test

**Technical Expertise**

* **Application Packages** : MS Office (Word, Excel, and PowerPoint)
* **ERP Packages** : SAP, Blackline,Oracle 11i Financial, Oracle R12 ADI Discoverer and Lawson
* **Software Implementation** : Transformation Team to implement the Oracle R12 in the Previous Organization

**Personal Dossier**

* **Date of Birth** : 5th July, 1983
* **Languages Known**: English, Hindi, and Oriya
* **Permanent Address**: N5/418, I.R.C.Village, Nayapally, Bhubaneswar, Orissa – 751015, India
* **Passport Details**: H9957513 – Valid till 2020
* **Visa Status**: B1/B2 US Visa – Valid till Jan 2017
* **Nationality**: Indian
* **Location Preference**: Mumbai, Pune, Delhi, Hyderabad, and Bangalore

***~ References Available upon Request ~***