**ULLASH CHANDRA SWAIN**

**Address- Sai Krupa Residency**

**Mob - +91-8886475544 Chandanagar,Hyderabad Email –** [**swain25march@gmail.com**](mailto:swain25march@gmail.com) **Pin- 500050**

**Executive Summary**

* Corporate Finance professional with **7 + years** of experience in Finance and Accounting
* Currently working with **NTT Data** in Shared service centre as a Team Leader
* Process stabilized after successfully completed phase 1 transitions for **Singapore** **and** **Australia.**
* Got exposure to provide Process Training for all Tower Models (P2P, O2C and R2R).
* Hands on experience on multiple **ERP** environments (SAP, Oracle R-12, Biz integral, Black-line, and Tally).
* **Remote transition** of IT, Sales & Marketing billings from client Hyatt Corporation, US.
* Mentoring & coaching team of 8 people. Identifying and implementing strategies for building team effectiveness by promoting a spirit of cooperation between team members.
* Coordinating in developing process flows, implementing processes in line with internal guidelines.
* Handling Weekly and monthly Call with user entity and monitoring their issues and provide resolution on timely basis.
* Identifying process gaps, evaluating reasons for error and implementing necessary controls.
* Possess end-to-end knowledge of Fixed Assets management, General Ledger Accounting, and Closing & Reporting.

**Organizational Experience**

1. **NTT DATA (Team Leader) Mar-2018 to till Date**
2. **Genpact, India (Management Trainee) Mar- 2013 to Mar-2018**

**Key Responsibilities :**

**Team Leading**

* Measure performance of monthly KPIs metrics escalate matter to the next level of management for pending issue
* Mentoring & coaching a team of 8 people. Identifying and implementing strategies for building team effectiveness by promoting a spirit of cooperation between team members.
* Monthly One-On-One review with team members and providing developmental feedback.
* Handling all the compliance and quality related activities & responsibilities for the team.
* Determining training needs of team members and requesting suitable training programs to enhance their operational efficiency leading to increased productivity.
* Updating and circulating productivity tracker of team members and report the reason for shortfall to the management.
* Played a key role in approving SOPs and BOKs; guided the team in preparing the process SOPs and reviewed them before submitting for final approval from client.
* Updating Team member half yearly and yearly Appraisal on timely basis.

**Transitions**

* Remote transition done for IT, Sales and Marketing from Hyatt, US.
* Process stabilized after successfully completed onsite transitions for **Singapore** **and** **Australia.**

**Reconciliations, Closing and Reporting (RTR)**

* Review of Balance sheet reconciliations (General ledger)
* Review of AP and AR ageing report on monthly basis. (Sub-Ledger)
* Reviewing Financial reports like Trial balance, Profit & Loss accounts and Balance sheet on monthly basis.
* Providing reasons for variance Analysis in Financial statement to CFO.
* Monthly review of Amortizations sheet for prepaid, Deferred Income and fixed assets.
* Verifying and approving monthly Accruals, Provisions, payroll accounting and depreciation run
* Provide Project by P&L statement with Gross profit margin for management reporting.
* Adept in approving all GL transactions, preparing monthly closing Dashboard across APAC entities.
* Ensure Service Level agreements (SLA) for the process are met agreed upon with the requirements.
* Reviewing and approving Intercompany transactions
* Preparing of Tax report on quarterly basis.
* Forex revaluation (Realised and unrealised profit/Loss).
* Making pre-close calls with clients to discuss about month close activities timeline for management and financial reporting
* Responsible for clearing of open items & taking action plan on aged open items

**Review and Audit**

* Handling internal and external Audit queries.
* Review and posting of yearly audit adjustment entries.
* Providing revised financial statement after audit adjustments.

**Professional Trainings Attended**

* **IFRS** Training certification from KPMG
* In house Business trainings attended such as **Order to cash** overview, **Procure to pay** and other professional development trainings like Developing team, time management so on.
* **Lean** **and Green Belt** Trained and tested

**Career Highlights**

* Received several Bronze Awards from customers for Performance of reconciliation of Cash Management Accounting.
* Received Customer Award with US $ for best performer of balance sheet reconciliation & month end closing in **Genpact.**
* Received performance Bonus multiple times for best performer in **NTT Data.**

**Academic Credentials**

**ICMAI (Inter)** 2007

**B.Com (Hons.)** Utkal University, Bhubaneswar, Odisha 2004

**12th (Commerce)** C.H.S.E, Odisha 2001

**10th B.S.E,** Odisha1999