

Financial Controller

RAJ CHOPRA

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OBJECTIVES

To work in an organization where I will be able to contribute to the organization's growth and profitability with my skills and in turn get an opportunity to gain exposure and expertise that would help me build a strong & successful career.

COMPETENCIES

- Good knowledge & skill in SAP FICO (ERP) -R/3 (4.7V) ,MS Office (Excel, Word, Power Point)
- Self-motivated, enthusiastic, keen learner & committed.
- Good Communication, writing and analytical skill.

HOBBIES

- Exploring new exciting places.
- Reading newspaper ,watching movies & Playing sports

ACADEMIC EDUCATION

S.NO	COURSES	UNIVERSITY/BOARD	MARKS	%	PASSING YEAR
<i>1</i>	<i>10th STD S.S.C</i>	Emerald heights international school Indore - CBSE	370/500	74	2001
<i>2</i>	<i>12th STD H.S.C</i>	Emerald heights international school Indore - CBSE	417/500	83.4	2003

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PROFESSIONAL EDUCATION

S.NO	COURSES	INSTITUTE	MARKS	%	PASSING YEAR/ COURSE DURATION
1	CHARTERED ACCOUNTANCY PE-1	ICAI	267/400	66.7	MAY 2004
2	IT COMPUTER TRAINING (250 HRS) OF ICAI	SSI , INDORE	--	--	2004-05
3	CHARTERED ACCOUNTANCY PE-2	ICAI	301/600	50.1	MAY 2005
4	BACHELOR OF COMMERCE (B.COM) -3 yrs	Madhav College (VIKRAM UNIVERSITY - Ujjain)	1yr 313/450 2yr 359/600 <u>3yr 342/600</u> 1014/1650 (3 YR AGG.T)	61.4 (3YR AGG.T)	APR 2007
5	CERTIFIED SAP (ERP) CONSULTANT FINANCE CONTROLLING MODULE (FICO-4.7)	Certified from SAP Autherised Center Yash technology Ltd, affiliated to SAP AG, Germany.	--	73	2008-09 (24 th April 2009)
6	CHARTERED ACCOUNTANCY-FINAL GRP-1	ICAI	208/400	52	NOV. 2008
7	CHARTERED ACCOUNTANCY-FINAL GRP-2	ICAI	225/400	56	MAY. 2009

CURRENT PROFESSION

- Working as a sole proprietor in my own Chartered Accountancy practice firm named “Raj Chopra & associates” in Indore from 20th -July- 2011 to present (20 mths).
- **Working Areas -**
-Taxation, Audit, Accountancy, SAP FICO Implementation and support & Corporate services.

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PAST PROFESSIONAL WORK EXPERIENCES

- Worked as a **Senior Executive in Wipro BPO Solutions , Pune** for Finance and Accounting project of **ArcelorMittal Ltd.(F&A) Europe** from 5th Oct 2009 to 10th June 2011 (**20 mths**).

<i>Previous employer</i>	Wipro BPO, Pune
<i>Designation</i>	Senior Executive
<i>Duration</i>	5th October 2009 to 10th June 2011 (20 Mths)
<i>Account</i>	ArcelorMittal (AM) Ltd. (Europe based world's leading Steel Manufacturing Company)
<i>Process</i>	Pilot Process - Finance & Accounting Operation for AM's 16 Spanish legal entities
<i>Sub Process</i>	General Ledger Accounting
<i>Onsite Transition</i>	<u>Poland & Spain - 31st Jan 2010 to 16th April 2010 (77 days)</u> 1- I was shortlisted for Onsite training (Knowledge Acquisition-KA) at ArcelorMittal SSC in Poland and Spain. 2- As a Senior most member (Among 4 team members),I played a leading role in getting the Pilot & 1st ever third language (Spanish) General ledger Accounting (F&A) Process for Wipro BPO and thereafter Successfully implementing the Process.
<i>Go- Live</i>	19th April 2010 with the team of 4 Offshore & 1 Nearshore members
<i>Ramp Up</i>	19th April to 30th June 2010
<i>Production</i>	<u>1st July to 2010 to 10th June 2011</u> 1- Started working with 100 % production volumes 2- Stabilized the process smoothly by meeting required SLAs and also cross trained the process knowledge to other team members. 3- Daily reporting to the Client and Management for production status and Also co-ordinate with near shore, Sox Control and Quality Team for process improvement.
<i>Systems and Software involved</i>	1) SAP R/3 (4.7 V) for Accounting & Reporting 2) Base for Storage, Verification & Reporting & 3) Read soft for 1 st level Verification

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Brief Overview about Areas of Operation in General Ledger Accounting :

1) Identification ,Proposal ,Estimation ,Creation ,Modification ,Reversal and Review of Provisions /Accruals for the services availed.

Basically this involves creating Provisions in MM and FI Modules (SAP).

2) Invoice processing in SAP -

A) In SAP System for 16 Arcelormittal Spanish legal entities.

B) Both Financial Information (FI) and Material Management (MM) based invoices.

C) Basically accounting of CAPEX, OPEX and Services Invoices in SAP

3) Accounting Journal entries in the SAP such as adjusting GL Accounts ,Reclassification, Intercompany Accounting ,Transfers etc.

4) Reconciliation of statements relating to following:-

A) Supplier account balances with Arcelormittal ltd. Supplier's accounts (SAP), based on suppliers auditor's request.

B) Sub Ledger accounts with General ledger accounts of Client account

5) Review of Carteras 405 (Investment) Portfolio and there compensation.

6) Generation of SOX reports based on some specified parameters and adherence to various SOX controls and issues relating to audits.

7) Uploading the Travel expenses in SAP , by splitting them in various cost centres and finally the journal entry.

WORKED AS AN ARTICLE FOR:

PERIOD	FIRM
5/08/2005 to 17/06/2006	M/s. Banshi jain & associates, Bandra, Mumbai
3/07/2006 to 19/08/2008	M/s. Sethiya khandelwal & co. ,Indore

ARTICLESHIP EXPOSURE :

SNO.	ENTITY - BANKS	WORK
1	AKOLA JANTA CO-OP BANK (KALBADEVI BRANCH)	Concurrent internal audit
2	SYNDICATE BANK , KHARADI	Statutory audit

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S.NO	ENTITY - CAPITAL MARKET	WORK
1	SYTEMATIX SHARES LTD , INDORE	Internal audit
2	ASK RAYMOND JAMES WORLI , MUMBAI	BSE Compliances

S.NO	ENTITY - OTHERS	WORK
1	V N JEWELS ,INDORE	Statutory audit
2	PAFEX P LTD , MUMBAI	Statutory audit
3	BIOCON PHARMACEUTICALS P LTD.	Internal audit

B) OFFICE ASSISTANCE

1. Assistance in financial statement finalization work (Individual, HUF, Firm, Companies)
2. Tax computation, Tax audit & Assistance in assessment procedures.

PERSONAL DETAILS

FATHER'S NAME	RAJESH SHANTILAL CHOPRA
DATE OF BIRTH	4 /2/1985
MARITAL STATUS	Married
LANGUAGES KNOWN	English, Hindi
PERMANENT ADDRESS	14 , Swapnalok Colony 11/2 , South Tukoganj ,Indore , 452001 (MP)
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