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# **Amit Kumar**

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# **BRIEF OVERVIEW:-**

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* Excellent analytical and presentation skills, hands on experience and eye for detail.
* Measure, monitor and improve client service by guiding team members and driving excellence in service delivery.
* Expertise in working in fast-paced, high-tech environments requiring skills in scheduling, management and team building.
* Dedicated and Hardworking with excellent interpersonal skills and communication skills.

**PROFESSIONAL EXPERIENCE**

*Currently working with* “BirlaSoft Ltd.”*(From Nov 2006 onwards)*

**Company Profile:-**

‘BirlaSoft is the IT division of CK Birla Group having CMMI Level 5 Certification of Quality engaged in software development for various clients across the globe onsite & offsite and has annual revenue of $150 Million.

***Birlasoft Ltd Designation: Senior Excutive***

**Job Responsibilities – Account Payable and Payroll process - Nov 2010 – Till Date**

***Present responsibilities:***

***Account Payble.***

* + Maintaining US Accounting (AP & GL) using people soft 8.4 software.
  + Maintaining US outsourced consultant list and their payment around USD 9 million per year.
  + Ensuring all paper work of vendor (Contract, W9, Liability Insurance etc).
  + Before releasing the payment to outsourced consultant ensuring the hour’s paid to contractor billed to client.
  + Issuing the 1099 A B form and 1096A & B form to concern vendor before the due date.

***Cash & Bank.***

* + Making the check for vendor and keeping the track ensuring the proper accounting of expenses.
  + Preparing and maintain the wire transfer & ACH record of vendor.
  + Making the budgeted cash flow for the cost side for management on monthly basis.
  + Preparing the Bank reconciliation on monthly basis.

***Payroll***

* + Preparing the consolidate hour’s sheet for payroll for all employee fortnightly basis.
  + Maintaining the leave record manually for all employee’s (around 450 employee’s)
  + Resolving the employee’s query regarding their salary deduction and leave balance.
  + Checking the OT hours of employee’s and ensuring the same has been billed to client before payment
  + Reconciling the payroll hour with wage sheet every fortnight.
  + Keeping the track of employee health insurance and their deduction from employees.
  + Checking the employee wise health insurance bill from vendor and ensuring all adjustment is correct before making the payment to vendor.
  + Maintaining the salary & Loan advance register manually and in system.
  + Ensuring correct deduction of loan & salary advance, ensuring all deduction has been made before full & final payment to employees
  + Computation of Sales Team performance & Balance Score Card on Monthly & Quarterly basis.
  + Ensuring the timely payment of incentive to sales employees
  + Reconciling and tracking the payroll creditors (Salary payable) on monthly basis.

***MIS,***

* + Preparing the data for MIS reporting.
  + Ensuring all accounting AP & GL has been done on month end.
  + Keeping the track and making the provision for relevant expenses and their accounting in GL ensuring the reversal in next month.
  + Resolving the MIS related query of project & account managers of project.
  + Project Wise Financial Analysis – Revenue, Bill Rate, & Gross Margin on Monthly basis & reporting to Key business drivers.
  + Preparation of Balance Sheet, P&L & Notes to Accounts for US GEO.
  + Managing & Dealing from upfront in the Statutory Audit of US GEO.
  + Worked as team member in Digitization of Finance models (MIS, Budgeting) in PeopleSoft.
  + Working as a neckline to senior management highlighting the finance and control issues in the business operations.
  + Overall finance System Administration. Filtering the information received and entering into Finance System. Closely dealing with sales persons, BRM, delivery team and account managers for Cost.

***Other’s.***

* + Preparing & providing the information time to time as required by management.
  + Involve NJ tax audit and got excellence work certificate.

**Job Responsibilities *- Billing & AR, Account payable & GL for Singapore & Australia GEO - Mar’ 2007 – Oct 2010***

* + Understanding of whole process of end client billing.
* Ensuring timely and accurate invoicing for every month approx US $1 Million & sending invoices to customer through e-mail/uploading on supplier portal by 5th of the following month.
  + Analyzing aging report for clients & following up with the Clients and Sales Team for outstanding.
  + For Fixed price and Fixed Monthly Projects ensuring Milestone are Billed on due dates.
  + Processing the payroll on fortnightly basis, Ensuring the tax & advance deduction from employees.
  + Maintaining the leave record of employees manually.
  + Resolving the query of employee related to payroll & leave.
  + Maintaining the outsourced consultant list and ensuring the payment and their accounting.
  + Worked as a team member in PeopleSoft Billing, AR, AP & GL Module implementation for Australia and Singapore unit Roll out.
  + Independently handling the responsibility for the monthly reconciliation PeopleSoft with tally till the process parallelly run.
  + Replying on daily queries related to Collection, Revenue and Invoicing.
  + Proper documentation of Invoices, MSA, SOW and PO for all the related projects.

**Job Responsibilities *– Team member of people soft 8.4 implementation team - July’ 2004 –Mar 2007***

**Project**: PeopleSoft Travel and Expense Module implementation in Birlasoft Ltd,

* Roll out of Travel & Expense modules for Birlasoft all GEO business locations
* Analysis of requirement in consultation with business users & prepared functional requirement document
* Handling End User queries
* Impact Analysis for functional issues
* Suggesting workaround for known problems,
* Facilitating in reconciliation of data

**Project**: PeopleSoft Finance Production Support for Billing and AR module in Birlasoft Ltd, Noida, India

* As a part of the assignment, Designed Billing IR Interface – automatic bill generation
* Handling End User queries
* Suggesting workaround for known problems,
* Providing training and transactional support to users
* Facilitating in reconciliation of data

Support & helping in following functionality.

* Creating Customer in customer Master.
* Creating Invoice Taxable and nontaxable in Billing module
* Creating Debit/Credit Note
* Creating Deposit id for receipt from customer and employee.
* Creating Invoice in AR
* Print and finalize bill process
* Printing process
* Load Billing data to AR
* Run AR updates process for customer balance updating & creating accounting entry.

## ACADEMIC QUALIFICATIONS

* Bachelor in Commerce- with 78% marks from B.S.B.R Ambedkar University , 1994
* I have done CA article ship training From Institute of chartered Accountant of India.
* Passed Higher Secondary from Bihar Intermediate Education Council Patna with 57% marks in 1991.
* High School from Bihar Secondary Examination Board Patna with 55% marks in 1989.

COMPUTER PROFICIENCY

* Expertise of PeopleSoft version.8.4. Have understood the basic Framework and functioning of AR and GL module
* Expertise of MAS90 version 4.1 & Tally (Accounting Package)
* Fluent on MS Excel and MS Word as a tool for professional and systematic reporting.
* Certified course of expert in Excel & Email Etiquettes (Aptech Affiliated course)

#### ACHIEVEMENTS

* **I got certificate for excellence work in People soft.**
* **I got Birlasoft Star award to excellence work in AP**
* **I got appreciation certificate for work done New-york tax audit**

#### HOBBIES

* Listening Music
* Playing Cricket.

#### PERSONAL VITAE

Date of Birth **:** 1st Jan 1975

Father’s Name **:** S. N. Prasad

Marital Status **:** Married

Permanent Address **:** 626 Liberty Avenue

Jersey City, NJ 07307

Phone 5516890079

Reference **:** Will be pleased to furnish on request.

**Date:**

**Place: Jersey City (Amit Kumar)**