Nitin Yadav

**C-38/42, Om Vihar**

**Near Uttam Nagar**

**New Delhi-110059**

**9911318815**

**nitinyadav800@gmail.com**

PERSONAL PROFILE

* Technically proficient in Microsoft Excel/Word and Tally.
* Good communicator who is good in English and Hindi.
* Strong team working and multi-tasking skills, successfully completes project within time and budget constraints.
* Excellent application skill used in applying theoretical things at right place and at required right time
* Innovative.
* Understanding of the fundamental accounting/auditing concepts with extra ordinary ability to apply them in a varied manner.
* My objective is to join an organization that provides me challenging goals and tremendous career growth opportunities, to advance my career.

EDUCATION

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| --- | --- |
| **EXAMINATION** | **BOARD** |
| **MBA (Finance)** | SIKKIM MANIPAL UNIVERSITY |
| **B.COM** | DELHI UNIVERSITY |
| **XII** | CBSE |
| **X** | CBSE |

PROFESSIONAL EXPERIENCE

**Mercer India Pvt. Ltd.**

*Fund Accountant, July 2015 – Currently working*

**Roles and Responsibilities**

* Financial Reporting - Routine & Ad-hoc, Management packs - Preparation, analysis of investment – Monthly, Quarterly & Yearly.
* Portfolio Accounting, Asset Allocation and Portfolio Construction.
* Reconciling cash book receipts and payments with Investment Manager’s Reports
* Calculating NAV to analyze the annual increase in the Funds.
* Preparing Complex Investment Manager Reports in Microsoft Excel applying Vlookup, Hlookup, Pivots and Macros.
* Development of new reports based on business requirements & presenting and obtaining buy-in from end users for rollout.
* Developed large Excel cash flow projection based on in depth conversations with Onshore Fund Accountant.
* Passing journal entries in Caseware of investment for transactions and highlighting those in excess of $1 billion to the Onshore Fund accountants and clients.
* Confirmed and processed investment portfolios' daily purchases, sales, pay downs and changes in income; researched any discrepancies between bank accounts and queried the same with onshore investment team.
* Preparing and reviewing financial statements for private funds in accordance with Generally Accepted Accounting Principles.
* Reviewing internal reporting policies for reasonableness and compliance with applicable regulations and accounting guidance.
* Profiling and Researching company information from various factsheet and websites
* Implementation and coordination of high-level quality control reviews prior to filing submission.

Achievements/Accomplishments:

* Awarded with “Star of the Month Award” in Jan 2018 for sustained performance in delivering

Superior quality of work.

* As a Preparer: 99% Internal accuracy and overall 100% External (Actual) accuracy along with 100%

TAT for all the files submitted in 3 years of my tenure in Mercer.

* As a Peer Reviewer: 100% Accuracy along with 100% TAT for all the files submitted. I was also a part of
* Appreciated many times by Managers/On-Shore Partners for reconciling various complex

Investments (couple of times for reconciling New Investments).

* Lead various projects on global basis like “Process Automation and “Standardization of Entry codes”.
* Assisted team members on various complex scenarios and provided appropriate solutions that

helped them to reduce query points on which clarifications would have been requested from clients.

* Got recognized and awarded with “Coffee with Managers”, two times in year 2017 and each time in

year 2018.

**Muthoot Finance Ltd.**

*(Account Assistant, Sep 2013 – May 2015)*

**Roles and Responsibilities**

* Preparation of Vouchers of gold loan, manual ledger, Cash book and preparation of Trial Balance.
* Bank Reconciliation & Preparation of Receipts and Payments account.
* Preparation of Balance Sheet, Profit & Loss Account and related Schedules.
* Making Cash and Bank Book manually as well as in accounting software.

STRENGTHS

Self-Motivated and Determined, Good Communication Skills, Fast learner, Positive attitude, Ready to perform challenging tasks, Go-Getter, Team Player, well organized, Hardworking.

COMPUTERS’ SKILLS

* Basic Applications of Computer, MS Office, Citrix Applications (like Caseware, WICM, WebCAS, etc.) and good typing speed.

PERSONAL PROFILE

Father’s Name : Sh. Raj Kumar Yadav

Date of Birth : 21st November 1991

Marital Status : Single

Languages known : English, Hindi

Place : New Delhi

**(Nitin Yadav)**