**RESUME**

**SURYA P.C.**

Building No.248/116, Venkateshwara Nilaya, 1st Block

Venkatapura

Bengaluru -560034.

**PHONE: 91 9110839367 Or 91 9560247121**  **Email:** [**surya5002015@gmail.com**](mailto:surya5002015@gmail.com)

**Objective:** To associate with an innovative and vibrant organization, that allows me to put my competency to the best use, to add value to the organization and contribute to my overall growth as an individual.

**Personal Strength****:** Good Communication Skills, Confident, Self-Motivated & Positive Attitude.

**Education Qualification:**

* MBA - Finance and Marketing - Calicut University - 2016.
* BCOM - Finance – Calicut University - 2013
* PUC – Sarvodayam VHSC School - Kerala - 2010
* SSLC – Sarvodayam VHSC School - Kerala - 2008
* Skills: Record to Report

**Work Experience**:

**Working as Finance Process Enablement Analyst R2R) with Accenture Solutions PVT LTD, Bangalore**

**From January 06 2022– November 11 2024- Focusing on the following Activities:**

**R2R (General ledger activities)**

* Preparation of Core reporting (Financial report).
* Preparation of Financial report- (Global Sales revenue) reporting.
* Reconciliation of Fixed asset and General Ledger.
* Reconciliation of Material Management and General Leger.
* Preparation of Core capital expenditure reporting
* Experience working in ERP(SAP)
* Preparation of rule-based journals like prepaid expenses-others & insurance, OWC Cylinders, Propane inventory, Accrual for Audit fees, Bad debt allowances.
* Preparation of customer project settlement report
* Maintain historical records.
* Nordppol Vendor payment.
* Performing GL open item clearing.
* Preparation of Hana and core upload validation report.
* Preparation of Treasury report.
* GL Book open, TB & Multi (previous) org reports save in Cisco docs.
* Month end Closing

R2R (Fixed asset activities)

* JERL Report Preparation.
* OPC Tracker Preparation.
* Performing Balance sheet Reconciliations.
* Performing Third Party Reconciliations
* Performing QMR Retirement.
* FA QC Report Preparation.
* Performing Capitalization (External & Internal).
* Pre close Report Preparation.
* Asset Trend Report extraction.
* Preparing Depreciation Analysis.
* Journals (Reclass, FX Variance, Rounding off).
* CIP Sheet Preparation.
* Balance Sheet Comment Providing.
* Balance Sheet Commentary File preparation and GL close.
* Balance Sheet Comment Providing.
* Providing Monthly pack Comments
* Month end reporting

**Worked As ASSOCIATE 2 (Accounting to Reporting) with Intertrust Viteos Corporate and Fund Service PVT LTD, Bangalore**

**From August 24 2020 – July 17 2021**

**Focused on the following Activities:**

* Preparation of Standard operating procedures for the payments process.
* Understanding the process from the Onshore and deployment of the process to the COE team.
* Preparation and execution of payment packages (Type of payments handled - SEPA, Target, CHAPS, BACS and International payments).
* Monitoring of bank transactions with the client’s transaction profile to ensure control checks are applied in case of sanctions, outgoing and incoming payments.
* Saving invoices in Laserfiche software.

**Worked As Management Trainee (R2R) with Genpact India PVT LTD, Hyderabad, From April 26 2019– 23 August 2020.**

**Focusing on the following :(General ledger activities)**

* Preparing JE Templates & Posting JEs in Blackline.
* Preparing Dummy profit Centre report in SAP.
* Preparations of social security run report and postings in Blackline.
* Recurring JE document preparation and posting in SAP.
* Co & FI Reconciliation.
* Preparation of Foreign currency Valuation of VAT refund report.
* Preparation of Reversal Accrual Report.
* Preparation of AR operative Split report.
* Preparation of AP operative Split report.
* Inter - company AR Reconciliation.
* Month end closing

**Worked As General Accounting Operations Associate ( R2R) with ACCENTURE SOLUTIONS PVT LTD, BANGALORE:**

**From July 28 2017 –01 Feb 2019**

**R2R (General ledger activities):**

* Responsible for posting and analyzing of daily and month end journal entries.
* Responsible for reviewing the Journal entries posted by team on day-to-day basis.
* Responsible for making recurring set up on monthly basis in SAP.
* Preparing financial report like Recurring run, Reversal Run in SAP.
* Making reversal of journal entry in SAP
* Responsible for assigning JE review reports to team on daily basis.
* BSI (Balance Sheet Integration Reconciliation) for GL accounts on quarterly basis.
* Monthly pulling the journal reports for backup attachments and circulate the Report to team.
* Resolving all the issues of the team members.
* Month end closing activities.
* Responsible for checking parked amount in SAP
* Responsible for validating Customer Number and Business Area.
* Moving of Funds from unidentified account.
* Checking and Verifying the BA & procedure to Split the amount in BA.
* Sending mail to client for coding details.
* Moving the receipt from Misc. customer account to respective GL/Customer/Vendor account as coding details given by the business.
* Updating cash tracker.
* Valuable experience in maintaining the good client relations, Responsible to ensure that Daily / Month end cash applications SLAs are met.
* Creation of process document and OPEX requirements.
* Client internal and external Audits.
* Reviewing the month end performance of the team and reporting the same to management.
* Following up with the business to clear pending issues.
* Identifying the open items and fixing the open items as required by coordinating with different stake holders.
* Preparing month end report –KPI Report
* Preparation, review and submission of the accounts, ensuring timely completion of book closure in different process.
* Call with client for open items at the month close.
* Month end closing activities

**Worked As Accounts Process Executive with GREET TECHNOLOGIES PVT. LTD, BANGALORE :(From 2nd November 2015 to 12 June 2017)**

* Creating ledgers.
* Preparing various vouchers.
* Passing adjustment entries.
* Supporting in preparation of various reports like Trial Balance, P/L A/C, and Balance sheet.
* Handling customer Queries.
* Creating various stock items.
* Preparation of Petty Cash.
* Preparation of bank reconciliation on daily basis.
* Preparation of Petty Cash.
* Providing the backup support for any absentees in team.
* Accounts (Journal Vouchers, Cash Vouchers, Purchase Journal Vouchers, Bank Vouchers, Cash Book, etc.
* Making payments on behalf of clients.
* Maintenance of day-to-day accounts of cash and bank
* Making payment of different kind of expenses like Administration expenses, Dividend, Wage payment, salary payment, recurring expense payment.
* Making batch payment.
* Making payment to multiple beneficiaries.
* Saving documents related to the payment in particular folder.
* Making payment in Trax software.

**COMPUTER** **PROFICIENCY:**

* SAP
* Oracle
* Blackline
* Tally ERP.9
* M.S. Office (MS Excel, MS Power Point, MS Word)
* Trax
* View Point
* Laserfiche

**Projects - 1 -** Peringadoor Service Cooperative Bank (PSC BANK) Thrissur Project worked on Effectiveness of Credit Risk Management.

**Personal Details:**

* Father’s Name : Chandran P.S.
* Date of Birth : 26/10/1992
* Nationality : Indian
* Marital Status : Single
* Languages Known : English, Hindi, Malayalam

**Declaration:**

I hereby declare that the above furnished details are true with proven records.

**Place** **: Bangalore**

**Date** **:**   **Surya P.C.**