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| D:\Jerin George-.jpgJerin[Jerin.337982@2freemail.com](mailto:Jerin.337982@2freemail.com) **PERSONAL DETAILS:**  **DATE OF BIRTH**  4 February 1989  **SEX**  MALE  **NATIONALITY**  INDIAN **MARITAL STATUS** Married | **OBJECTIVE**  Aspiring for innovative challenges to prove my mettle and to continually develop my inter-personal / leadership skills in a professional organization with a view to join a team of professionals.  **WORK EXPERIENCE**   * Advanced Finance Analyst in **Ernst & Young Global Delivery Services,Kerala**  (November 2015 to September 16) * Finance Executive In **Allianz Cornhill Information Pvt Ltd** (September 2014 to October 2015) * Trainee Procurement In **Allianz Cornhill information Service Pvt Ltd** (December 2013 to August 2014) * Financial analyst In **Aptara Learning Pvt Ltd** (July 2012 to 2013 October)   **JOB PROFILE**  **Responsibilities:**  **Advanced Finance Analyst - Ernest & Young Global Delivery Services, Kerala (Time & Expense Business Process Specialist)**   * Audit and calculate all expense claims submitted by Middle East Partners and Employees of the E & Y firm and determining if the expense submitted meets the firm’s policy and guidelines. * Follow-up with the employees regarding out of policy expenses, missing receipts and incorrect expense type . * Provide guidance to employees on correcting and submitting the expense report. * Validating the engagement project code inputs by employees and making necessary corrections to it. * Handle various inquiries relating to travel expense issues. * Daily queue management and allocation of work among other team members based on the volume and priorities. * MIS reports preparation in MS Excel with Pivot table, and Formulas. * Review managerial exception report as a final result of expense review to determine if formal notification should be forwarded to the filed when policy guidelines are not followed.   **Executive –Finance in Allianz Cornhill Information Pvt Ltd (Accounts payable)**   * Verifying invoices received from various vendors. * Preparations of Accounts Payable vouchers for both facility invoices and logistics invoice. * Monthly provision updation. * Advance and debit balance report preparation and analysis. * Vendor outstanding balance reconciliation. * Vendor management. * Supplier and employees query handling. * Updating vendors on payments. * Vendor ageing report preparation and analysis. * MIS reports preparation in MS Excel with Pivot table, and Formulas. * Preparing weekly reports, monthly reports, EOD reports, document deficiency reports, of the team and sending it across to business Unit.   **Trainee -Procurement in Allianz Cornhill Information**   * Obtain Purchase requisition. * Supplier identification and request for best quote. * Price negotiation with vendors. * Raise the PO against the vendor. * Verifying goods received against the purchase order. * Verifying the the invoice against the purchase order.     **Analyst-Finance in Aptara Learning Pvt Ltd**   * Analysis of Financial statements and prospectus of US Companies and working on SEC based on accounting principles. * Mapping and tagging of financial statements based on US-GAAP taxonomy in order to generate a universal financial statement in US industries. * Preparing the XBRL documents for filing quarterly report (Form 10-Q) and annual report (Form 10-K) by the companies with Securities and Exchange Commission (SEC). * Checking the quality of financial Statements done through the XBRL and make sure that they are following various accounting principles and conventions.   **ACADEMIC CREDENTIALS**   * **MBA** from Calicut University in 2012 (Finance & HR) * **BBA** from, Kannur University in 2010 * **12**th from Kerala State board in 2007. * **10**th from Kerala State board in 2004.   **SOFTWARE PROFICIENCY**   * SAP FICO (Intermediate ) * Operating Systems       : Windows 2000,XP,7 * Other Skills                   :  M.S. Office   **COMPETENCIES**   * Fast learner. Adapt well to changes and pressures in work place * Proactive and self motivated * Leadership quality * Work effectively with diverse groups of people   **Passport Details**   * Date of issue – 24-10-2016 * Date of expiry – 23-10-2026   **Visa Status**   * Visiting visa (Up to April 16)   **DECLARATION**  I confirm that the information provided by me is true to the best of my knowledge & belief. |