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| D:\Jerin George-.jpg JerinJerin.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.  |