**Prakash**

**Email**: prakash-394814@2freemail.com

#### Seeking a career which is enriching in terms of inputs and provides me ample scope for displaying my abilities towards betterment of the organization in particular and at the same time gives me enough opportunities to grow.

**SUMMARY**

* A result oriented, multi skilled professional with experience in various verticals like:-
* **Jaipur (Work Experience)**

Profile Record to Report (Assistant Manager)

Vintage 12years (From JUL-2007 to JUL-2019)

* **Jaipur**

Functional Areas Coordinator (On Field Executive)

Vintage 1.2years (April 2006 – Jun2007)

* Self-motivated leader with proven proficiencies and strong references.
* People Manager, Strong analytical skills &fast learner. Adapt well to changes and pressures in the workplace.
* Commerce Graduate from Rajasthan University in 2007

**WORK DETAILS**

1. **July’2007 till date as Assistant Manager**

This company began in 1997 as a business process outsourcing services. It stands for generating impact – visible in tighter cost mgt. as well as better mgt. of risk, regulation & growth for hundreds of long term clients. Its experienced mgt. team drives client partnership personally & manages operations in 25 countries around the world.

Here I work for its major Client GECapital Americas and my working involves:

**Record to Report (Account Reconciliations, Closing process & Reporting)**

**Work Performed:**

 Worked with HSBC Bank UK for preparing the AP Reconciliation, cash reconciliationUnassigned account. (Fusion Sub ledger)

* Handling R2R team of 15 FTE’s for two business segments, Commercial Distribution finance & Equipment Finance.
* Daily/Weekly calls with operations team, controllers and other stake holders for status update on Account reconciliations & Closing process.
* Preparation of monthly dashboards
* Review of Account reconciliations of team members for various balance sheet categories like Cash, accounts payable & liabilities.
* Responsible for monthly/Quarterly movement analysis of other Liabilities account and Account payable for Balance sheet reporting.
* Reconciling sub ledger balances at month end and booking of journal entries post cut off period.
* Submission of various balance level report to client at month end..
* Review and follow up on outstanding accruals with FP&A and finance controllership team.
* Review of Liabilities and Accounts payable& Receivables reconciliations on monthly and quarterly basis.
* Booking regular closing journal entries related to Interestaccruals, deferred cost, and taxation true up at every month end.

The New Markets Tax Credit (NMTC) program was enacted in December 2000 by the U.S. Treasury Department as part of the Community Renewal Tax Relief Act. The initial purpose of the NMTC program was to spur private investment in businesses operating in low-income communities.

Under this program the federal government allocates tax credits to “Community Development Entities,” such as for-profit banks and non - profit lenders like Self-Help. By offering the tax credits to private investors, these entities raise funds that they then turn into financing for businesses and non - profit in low-income communities.

**Work Performed:**

Handling portfolio accounting for NMTC deals which involves below steps:

* + Monthly review meeting with Business controller
	+ Analysis of monthly movements in different categories
	+ Monthly Reporting of balances to stakeholders
	+ Preparation of monthly dashboards for client
	+ Review of Close journal entries like interest accrual, deferred cost amortization & true up entries prepared by team.
	+ Review of monthly reconciliations prepared by team.

**Process Documentation**

* Experience in creating documentation, procedures, policy, SOP’s, etc.
* Proficiency in the use of spread sheets, databases and power point presentations.
* Strong skills in development of end-to-end process flows.

**TRAINING UNDERWENT**

* Completed High Impact Communication training from ‘**DALE CARNEGIE TRAINING**’.
* Completed various trainings like New Manager Foundation, Creative Effective Presentations, Advanced MS Excel, Developing Employees, Team Management, Time Management, Leading and motivating from ‘HARVARD MANAGE MENTOR PROGRAMS’.
* Completed Training Programme in utilizing problem solving tools such as **Lean Methodology&SEAL Graduation**.

**COMPUTER LITERACY**

* Proficiency in MS-Office Suite (Excel, PowerPoint, Word).
* Hands on Exposure at Tally, Oracle& Hyperion.

**EDUCATION**

* B.Com from University of Rajasthan in 2007