**MOHMAD**

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PROFILE SNAPSHOT

* I am highly motivated **B Com** **Graduate (Finance)**, skillful, competent & result oriented professional, with an experience of **5 years** in **Finance & Accounting**.
* Hold experience in the domain of **R2R General Accounting**, Financial Reporting and Reconciliations, Research and Analysis of variances & Finalizations of Income Statements.
* Hold good learning skills, leadership skills, organizational skills with strong analytical, communication, problem-solving and multi-tasking skills.
* A keen planner & implementer with attained rich experience in finance domain with corporate **US client** for ensuring continued business from them.
* Proven competencies in developing & streamline the systems with ability to enhance operational effectiveness and meet operational goals within the cost, time & quality parameters.
* An effective communicator with excellent relationship building & negotiation skills. Have been a strong repertoire across the industry.
* Seeking challenging more assignments in the areas of Financial Research, Analysis & Management /Cash Flows / Business Analysis with good leadership skill with an organization of repute to enhance my expertise in Finance.
* Currently working as a **Management Trainee – General Accounting (R2R profile)** in **Genpact**.

EXPERIENCE

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| Company | Genpact |
| Duration | Oct 2018 – Till Date |
| Position | Management Trainee |
| Domain | Record to Report Process |

**Key Responsibilities Include**:

* Responsible for the preparation, coordination and review of financial accounting analysis and journal entries to properly recognize the actual results that includes reclasses, accruals and intercompany entries.
* Responsible for monthly, quarterly and year end closing of books of accounts in **SAP**.
* Handled **Remotely Transitioned** **Knowledge Transfer (KT)** of the process and stabilize it **individually**.
* Responsible to publish **Daily Dashboard Report** that includes daily task of every individual and their actual performance for the day and sent it to senior management team.
* Reconcile the store’s daily sales and payments via card/cash.
* Responsible for different kind of reconciliations such as **Fixed Assets Reconciliation, Bank Reconciliation, Balance Sheet Reconciliation and Store Reconciliation**.
* Manages/Monitors month end close responsibilities including passing of accruals, deferrals and re-classes
* **Analysis** of transactions, and **explain the variances** to the clients and proactively identifies potential problems and solutions.
* Providing **technical guidance and expertise to the client** in the day to day management of accounting activities within the area of expertise.
* **Acknowledging the emails on daily basis** received from onshore site and senior management team.
* Responsible for preparing **DTPs** and process related documents.
* Partnering with **Onsite Finance business partners** to assist them in various adhoc reporting and analysis during the month and taking client calls to provide process updates.
* **Review & Finalisation of accounts** and liaising with internal and external Auditors

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| Company | Capgemini Pvt. Ltd. |
| Duration | April 2017 – Oct 2018 |
| Position | Senior Process Associate |
| Domain | Income and Audit Reconciliation |

**Key Responsibilities Include**:

* Responsible for the preparation, coordination and review of financial accounting analysis and journal entries to properly recognize the actual results.
* **Revenue Analysis,** on the basis of daily revenue report in order to support senior management team.
* Responsible for monthly, quarterly and year end closing of books of accounts in PeopleSoft.
* Handled **Remotely Transitioned** **Knowledge Transfer (KT)** of the process and stabilize it.
* Responsible to publish Daily Revenue Report, after the review and analysis of report, it needs to be sent to corporate team and to the clients.
* Record and maintain the house profit report on daily basis.
* Record and maintain the Comp sheet on the daily basis.
* Responsible for the preparation for credit card, cash and resort reconciliation on the daily basis, if any
* Discrepancy found, that needs to be resolved on the same day.
* Manages/Monitors month end close responsibilities including passing of accruals, deferrals and re-classes
* Analysis of transactions, and explain the variances to the clients and proactively identifies potential problems and solutions.
* Providing technical guidance and expertise to the client in the day to day management of accounting activities within the area of expertise.
* Preparing weekly dashboards, ageing report and email tracking.
* Responsible for preparing **DTPs** and process related documents.
* Partnering with Finance business partners to assist them in various adhoc reporting and analysis during the month and taking client calls to provide process updates.
* Finalisation of accounts and liaising with internal and external Auditors

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| Company | Accenture Solutions Pvt. Ltd. |
| Duration | July 2014 – March 2017 |
| Position | General accounting Ops Associate |
| Domain | General Accounting (Record to Report and Financial Analysis and Reporting) |
| Key Responsibilities Include:   * Responsible for the preparation, coordination and review of **financial accounting analysis** and journal entries to properly recognize actual results for material components of the client's operations. * **Variance analysis,** quarterly operating statement reviews and reporting in order to support Senior Management team and Department heads with in-depth analysis * Responsible for monthly, quarterly and year end closing of books of accounts in PeopleSoft. * Analysis of MIS reports, Profit & Loss Analysis, Trend Analysis and Variance Analysis i.e. Actual vs. Budget and Actual vs. Last year variance Analysis Report. * Monitoring detailed review of GL accounts. * **Month end closing and reporting** * Preparing various Reconciliations - **Balance Sheet reconciliations, Bank reconciliations, Credit Card Unclear Reconciliations and Intercompany Reconciliations**. * Proactively resolving reconciliation difference i.e. open items during month end with active follow up with the properties and other internal departments. * Review of matching of the book entries with the bank entries and sending unmatched items report to properties. * Manages/Monitors month end close responsibilities including passing of accruals, deferrals and re-class journals PeopleSoft. * Partnering with Finance business partners to assist them in various adhoc reporting and analysis during the month and taking client calls to provide process updates. * Finalisation of accounts and liaising with internal and external Auditors. * Liaising with banks on day to day to sort out issues. * Providing technical guidance and expertise to the client in the **day to day management of accounting activities** within the area of expertise over the call and emails. * Preparing weekly dashboards, ageing report and email tracking. * Responsible for preparing **DTPs** and process related documents.   **Other Deal Level SPOC Responsibilities :**   * Responsible of Business Excellence Activity i.e. preparing weekly dashboards, ageing report and email tracking. * Ownership of making the process more efficient by identify and implementing the ideas related to efficient productivity, time saving, cost saving from all the team in ideas portal. | |

EDUCATIONAL Qualifications

| College / University/ Board | Courses | Specialization | Year of Passing |
| --- | --- | --- | --- |
| Delhi University (Delhi) India | Bachelor of Commerce | Commerce | 2013 |
| C.B.S.E. Board | Senior Secondary – Intermediate | Commerce | 2010 |
| U.P Board | Secondary School – Matriculation | - | 2008 |

COMPUTER PROFICIENCY

* Working Knowledge of Advanced MS-Excel (Excel-V-lookup, H-lookup, Pivot & various formulas) Tools & Internet Applications, MS-Word, ERP Software like Tally and People Soft ERP 9.1 version, SAP.
* Working knowledge in MS-Office i.e. MS-PowerPoint, MS-PowerPoint, MS-Word and Advance MS-Excel.

KEY SKILLS

* A competent professional with qualitative Experience in wide gamut of functions like Accounting Analysis, Book-Keeping, Book closing & MIS Reporting.
* Quick learner
* Strong analytical Skill and take the ownership of my work
* Efficient in multitasking and goal-oriented
* Can work effectively in a team as well as individually.
* Highly adapted to learn new views/ideas/technologies.
* Good Knowledge of Microsoft EXCEL and Software like Tally, PeopleSoft, SAP.

ACHIEVEMENTS

* Received “**Pat on Back**” award for the outstanding performance within the six months in Capegmini.
* Received an excellent performance award & consistent team player in Accenture Solutions
* Received multiple appreciation emails from the client leadership team in Accenture & Capgemini both.
* Received several award for **exemplary performance** and ‘**best in class**’ in school.

Personal Details

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| Date Of Birth | 06th May 1993 |
| Hobbies | Playing Cricket, listening to music and Reading adventurous stories. |
| Marital Status | Single |
| Visa Status | On Visit Visa |