**ABHISHEK SRIVASTAVA**

House No- 208, Block D,Sector -122 Noida (U.P)-201301

**Contact:** +91 9873259031, +91 7838866898**; Email:** jazzyjan21@gmail.com, abhishek\_21april85@rediffmail.com

**ACCOUNTS & QUALITY PROFESSIONAL**

* Competent, diligent & result-oriented professional, with more than 6 years of experience in Accounting Management, Budgeting and MIS**.,** Most important **looking after Quality ,collection and account receivable portion, like vendor payments ,** reconciliation, follow up , negotiations with vendors, lookout on there bill cycle , outstanding report and regular feedback and query solution if any for sales as well as vendors regarding billing and payment received and neutralizing against there invoicesCurrently spearheading as **Senior Quality Analyst** with **TECHMAHINDRA ,NOIDA**.
* Experience in formulating and implementing the Accounting Policies/ Procedures and Statutory enactments with the ability to relate theory with practice.
* Possess a knack of the functional management along with the practical experience in the analysis, development and implementation of Strategic Business Plans and Policies to ensure organizational growth, targeting maximum profitability & cost effectively.
* Ability to manage financial and material resources towards the achievement of stated objectives, to plan and manage work programs & to lead, motivate and provide effective guidance to a team of professional and support staff.

***Core Competencies***

* *Auditing* ⦁ *Compliance maintenance Accounts Management* ⦁ *Bank Reconciliation Statements* ⦁ *Books of Accounts* ⦁ *Account Payable / Receivables* ⦁ *Accounting Operations* ⦁ *Cashbook/ Voucher Management* ⦁ *MIS*  collection Cash application Billing

**PROFESSIONAL EXPERIENCE**

**C**urrently Working with **TECHMAHINDRA** , **Noida** as a **SENIOR QUALITY ANALYST**.(Domain, AR, COLLECTION ,Cash Application & billing)

**Since Oct 2019 to till today**

* Publishing of ageging wise report for vendors ,sharing the same to leads and clientsand accordingly chase vendors for collection.
* Reconciliation of vendors account and Review the age bucket.
* Reviewing of invoice billing for vendors as per request and requirement.
* Auidting of same as per compliance guidlines and procedure set up bu company.
* Cash application of vendors payments as per remittance advice and event maintained by company sales team for allocation of payments through particular buckets.
* Ensure that all measurements are carried out in accordance with process documentation, report documentation errors, updates as necessary on timely basis
* Participate in cross training initiative, share best practices
* Work on daily deduction report and sweeping report ageing wise to respective Sales Person as well as in India on weekly Basis.
* Prepare a summaries report for Invoices which is to be billed and is to be neutralized as and when received the payment from the respective Customer and acknowledge the receipt of the same to the customer and the updated report to them.
* Sharing the weekly monthly reports regarding current status of different vendors invoices billed and outstanding to be cleared and priorties the vendors accordingly.
* Assist in the management of work through efficient utilization
* Bills are maintained in three form on my desk- trade payment, SMGM ( shopper marketing group payments, & Third party payments.
* Basic understanding on quality tools (Lean Six Sigma ), technique and methodology,
* Preferably having expertise in transaction processing and reporting processes
* Being task orientated and having proven ability to produce quality work on a regular basis, to a consistently high standard
* Work with the leadership team to ensure key objectives and initiatives are reflected in communication plans and activities
* Ability to work on own initiative and as a part of a team
* A strong team player who is comfortable working collaboratively and directionally as required

**As Process Developer**

**Account Receivable Order to Cash)**

**GENPACT INDIA PVT LTD**

**Since March 2015 to Oct 2019**

* **Maintain whole Bills (Invoices)related to Client ON my desk in huge volume on weekly basis.**
* Work on daily deduction report and sweeping report ageing wise to respective Sales Person In US as well as in India on weekly Basis.
* Maintain Contracts on Demand Tec Portal as well as on EXCEL sheet as per Clients requirement.
* **Checking the invoices detail , like product shipped, quantity and value as per rate list.**
* Checking the contract detail and set as per 6 neccesary element.
* Validating & authentication of   billing of invoices as per compliance standards set by company,
* Prepare New item form for new product being launched for respective clients sales person as per demand when needed.
* Prepare a summaries report for Invoices which is to be billed and is to be neutralized as and when received the payment from the respective Customer and acknowledge the receipt of the same to the customer and the updated report to them.
* Always does a price Change form for any type of updating done by sales team on any products Price Changes.
* Addional Role maintained, as Quality SPOc, I have to look after the Quality work being given by the Team in which I belong and give them new idea for improving the work. In easy, Quick but in Accurate manner. Which create a good impact on the client and enhance the Goodwill of the company in the market as a whole.
* Bills are maintained in three form on my desk- trade payment, SMGM ( shopper marketing group payments, & Third party payments. Etc.
* Responsible for ensuring the issuance of form C, F and 38 to respective Dealers timely as well as to HO.
* Maintain various books of accounts and effect finalization of accounts periodically and prepare year-end financial statements in compliance with accounting standards.
* Payment connectors of dealers to be send to HO on timely basis.
* Actively coordinate with the Bank Authorities and prepare Bank Reconciliation Statements for reconciling Cash & Bank balances.
* Involved in checking of Vender Bills and send to HO for payment release, Return of ESIC and Pending appeals, ESIC & Labour office for any case matter.
* Follow-ups with sales tax department and for pending C-form with concerned DSOs UP & UK
* Prepare daily dealer wise payment details to all DSOs and aging of OD status of all dealers to Area Manager.

**EDUCATIONAL CREDENTIALS**

**Post Graduate Diploma in Business Management 2008**

Wigan & Leigh College, Lucknow

**B. Sc 2005**

Lucknow University

**Intermediate 2002**

Surabhi public college Lucknow; U.P. Board

**High School 2000**

Surabhi public college Lucknow; U.P. Board

**Computer Proficiency**

* Tally Financial Accounting Program (TFAP) from TALLY Academy, Lucknow
* Windows 9x/NT/XP/2000, MS Office
* Currently working on oracle Business suite software
* Done CCC course from DOEACC

**Projects Undertaken**

* Launching of Premier pens by Linc
* Study of Target audience by different brands

**Date of Birth**: 21st April 1985

**Permanent Address:** 538 K/162A, Tulsi Puram, Triveni Nagar, Sitapur Road, Lucknow (U.P.) 226020

**References:** Available on Request