



NAVIN KUMAR SHRIVASTAVA

GENERAL ACCOUNTING OPERATION ASSOCIATE AT ACCENTURE

Email ID:- hiritikprateek@gmail.com Mobile no.- 9903381723

ASSOCIATE SUMMARY

I am an Associate with significant experience in Record to Report domain. Proven ability to utilize Accounting skill, creative vision and analytical skill to yield successful delivery of both team and individual goals, actively contributing to organizational growth.

SKILLS & EXPERTISE

- SAP ERP 750
- BPC
- Power BI
- AICO
- Business Warehouse (B.W.)
- E-Memo for posting journals
- Alusta Basware
- E-memo Invoicing Tool
- Advance Excel 2016
- HTML
- Microsoft Office 2016
- Blackline(Account Reconciliation Tool)
- Cadency(Account Reconciliation Tool)
- Oracle
- Tally ERP 9 (Version 7 ERP 9)
- Fast Typing

STRENGTH

1. Sharp & keen to learn.
2. Ability to plan, organize & prioritize work.
3. Team Player.
4. Willing to take new responsibilities.
5. Dedicated and Ambitious.

WORK EXPERIENCE

General Accounting Operation Associate

Accenture India PVT.Ltd. | FEB 2021 - Present

- Monthly reconciliation twice a month using Cadency as a reconciliation tool.
- Recording and adjustment of various transaction throughout the month.
- Month End Close.
- Preparation of Task list and sharing with the team.
- Auditing
- Preparation of journal and backups for reconciliation

PROCESS ASSOCIATE

GENPACT India PVT.Ltd. | OCT 2018 - FEB 2021

- Efficiently handling monthly preparation of VAT Reports of European region & their validation, part of R2R process.
- Timely completion of monthly reconciliations.
- Identified process improvement areas & introduced control checks for smooth & error free process.
- Preparation and posting of figures manually from the report pulled via Oracle & Hyperion.
- Timely follow-up with the stake holder to close open items and reconcile the accounts.
- Clearing the aged balances while identifying the reason for variance.
- Working on various ad-hoc queries as and when raised by business controllers and auditors.
- End to end preparation of process SOP, Tracker and timely updating them.
- Reviewing and analyzing the reports of co-team members to enhance the quality check.
- Ensuring BS reconciliations are delivered within agreed timeliness accurately.
- Pre and Post Month end close Inter-company transactions analysis.
- Maintaining effective communication with stakeholders.
- Blackline tool and workings in ERP environment.
- Strong Finance/Accounting practice with general accounting knowledge.
- Providing training to new resources in the team.
- Auditing
- Recognized as a CSR Catalyst.

ACHIEVEMENTS IN GENPACT

- Identified two lean ideas for process improvement.
- Got recognition twice with bronze award for better performance.

PERSONAL DOSSIER

Marital Status: Unmarried

Date of Birth : 21 Aug 1996

Languages : English ,Hindi ,Bengali &
Spanish

Nationality : Indian

Hobbies : Chess and Blogging

Address :Regent Housing,N.T.C.Staff
quarter-F/4/9,Agarpara,Kolkata- 700109

SIGNATURE:-

QUALIFICATIONS

Calcutta University

Master of Commerce(M.com)
(2016-2018)

- Post Graduate certificate in commerce.
- Two years regular course with a specialization in Accounts & Finance.

Maharaja ManindraChandra College

Bachelor of Commerce(B.com)
Graduated June 2016

- B.Com Hons or Bachelor of Commerce Honours with major in Accountancy is an undergraduate commerce (accounts) course.
- Three Years regular course with Honours in Accountancy.

Bholananda National Vidyalaya

Higher Secondary(H.S.) & Matriculation

- Higher Secondary in 2013 from CBSE in commerce with 74.2%.
- Matriculation in 2011 from CBSE with 62.7%.