

Aditya Kumar Vishwakarma

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Professional Summary

Detail-oriented analyst who has an extremely keen eye for detail. Adapt at developing detailed analytical reports working closely with management and staff to gather appropriate data and creating compelling presentations for management and executive team. Specializes in finance data and business process analysis.

EDUCATION

[Institute Of Management Technology- CDL] **[U.P]**
Post Graduate Diploma in Management
(Dual Specialization) [July'17 - Jan'20]

[Delhi University] **[Delhi]**
Bachelor of Commerce with Honours [July'13 - May'16]

[D.A.V Public School] **[Delhi]**
Intermediate [July'12 - May'13]

PROFESSIONAL EXPERIENCE

Jonas Lang LaSalle **[Gurugram]**
Analyst– Accounts Payable Specialist [July'19 - Present]

- Entering the invoice details in Yardi, creating the commit report and sending it to the accountant for approval before posting.
- Analyzing and processing the commit report, SHF, OCR & Void payment directly through Zendesk.
- Updating the property profile, which include details such as bank ID, cut off, property no. etc.
- Coordinating with accountant and property manager to resolve queries and providing updates of the property payment status.
- Analyzing the property financial statement to determine the amount that need to pay.
- Preparing the operational metrics, dashboard file and daily ramp up status and sharing with the management.
- Preparing Standard Operating Procedure (SOPs) and update tracker during process change and sharing with onshore team for approval.

Genpact **[Noida]**
Process Associate– Record to Report [Nov'17 - June'19]

- Performed the balance sheet, GL reconciliation & follow-ups on open items.
- Responsible for performing high-risk impact activities (Pre and post ML-WL, Overhead Assessment Cycle. Electronic payment).
- Prepared and processed manual journal entries for reclassification of cost center, Internal Order after approval.
- Responsible for journal entries to recognize actual results of client operations.
- Reconciliation of technical and non-technical bank accounts in the ledger, investigation and resolution of open items.
- Liaised with Banking & Treasury team for clearing of bank returns.
- Client delivery support activities (data validation , report generation & client communication)
- Scheduled monthly calls with onshore team for GL-reconciliation open items.

- Responsible for preparing and analyzing various reports on daily, weekly, monthly and quarterly basis.
- Analyzed variance in transaction to proactively identifying potential problem and suggest solution.
- Proactively provided support during internal and external audit queries.
- Updated Standard Operating Procedure (SOPs) and shared with onshore team for further approval.
- Mailbox management.

Process Associate– Accounts Payable

- Sort, code, duplicate check and matched PO and Non PO based invoices into the IPM.
- Followed up on credit invoice to clear them against open invoices or requesting for refund from vendor in timely manner.
- Managed vendor relations by resolving their payment related queries.
- Prepared and analyzed various financial reports- International payment, unrecorded liability & foreign vendor management.
- Created and sent the multiple reports like -Marketing invoice report, AP invoice ageing and PO hold report on daily, weekly and monthly basis for review.
- Updated Standard Operating Procedure (SOPs) and shared with onshore team for approval.

Projects:-

- Implemented tax tool –**Vertex** following US standard rules to automate tax calculation as per the location by doing UAT testing.
- Reconciled vendor information like AML, TPO, W9Form and W8 Form in Oracle R12.

Akkado

[Noida]

Executive– Event Management

[Dec'16 - Aug'2017]

- Led team to execute event in multiple cities for promoting co. brand, motivated and enhanced seller and promoter's skills to increase revenue.
- Scheduled meetings with client, prepared budget, presented them to clients for approval, and suggested changes as per their need.
- Reconciled bill and processed payment for parties on time.
- Maintained relationship with vendor and venue management to get the best quote for brand promotion.
- Prepared reports and presented it to management for further changes and approval.
- Developed strategy with team to promote the brand within allocated budget.

Awards and Recognition

Bronze Award:-In May'19 for quick learning, continuously best performer, hard work and dedication towards work.

Skills, Activities and Interest

Skills: Yardi, Zendesk, SAP, Black Line, Oracle R12, Ms. Office, Lean Trained & Tested

Activities: Volunteered at Badminton Association of India and for multiple NGO's

Interests: Football and Swimming

Languages: English, Hindi