**Zubin Mehta**

Ph.: **+** (91) 9717219688 Date of Birth: 4th February, 1994

Email: zubinmehta67@yahoo.in Linkedin: <https://www.linkedin.com/in/zubin1994/>

| Financial Operations | Contracts Management | Accounting | SOX Compliance | Reporting | Transition | Audit | P2P | Vendor Management |

# Professional Experience

#

## Senior Associate - Pearson Dec’17 - Present

##

## Pearson is the largest education company and the largest book publisher in the world.

## Key Impact Areas at Pearson

## Data Analysis

## Contract Management and Contract Compliance.

## Manage Payments and Invoices Reconciliation and remittance with Oracle EBS.

## Performing Audits - reviewing transaction history, Statements and account activity for vendors

## Significant contribution in testing SOX Controls with inadequacies identified for controls with high risk

## Revenue analysis of the organization’s products and service offerings

## Dashboard and Reporting

## Prepares the weekly, monthly and quarterly dashboards for the senior management that helps them formulate business strategies.

## Manage Monthly /Quarterly Accruals (book & reverse accruals) for Project & non‐project activities

## Develop macros in Microsoft Excel, Access and PowerPoint towards data analysis and presentation.

## Handling various Tax Projects & Regulatory Reporting.

## Stakeholder Support

## Responsible for Team supervision, training and mentoring of five Associates

## Vendor Management with Salesforce ONECRM

## Built SOP’s, Job Aids & Workflow on the process activity.

## Tracked and managed defects along with analyzing data and provided reports

## Optimizing the operational process and process improvement and efficiency

## Projects

## Knowledge Transfer (US, Canada & UK Onsite) Sep’19 – Mar’20

##  Tracks, makes recommendations and develops action plans to transfer and improve processes.

## UAT (UK & US) Jan’18 – Nov’19

##  Taken part in the User Acceptance Testing for the new software (IPM, Salesforce, Oracle & OBIEEE)

## Jr.Associate ­- Royal Bank of Scotland Dec’14 – May’15

## Key Impact Areas at RBS

## Processing for all kind of saving accounts

## Manage Inter branch payment

## Responsible for maintaining team report on daily basis

## Summer Internship – Usha International Pvt. Ltd Feb’16 - May’16

## Key Impact Areas at Usha

##

## Reported to the Senior Risk Manager during the project

## Developed automated models for tax calculation of different projects

## Research on both foreign & domestic markets, use of fundamental & technical analysis

## Identification, monitoring & reporting risk issue

**Education**

* **MBA in Finance & Banking -** ICFAI Business School, Hyderabad (GPA: 6.9 / 10) **2015 - 2017**
* **BBA (General) –** Indraprastha University – Jagannath International Management Studies(Percentage – 76%) **2011 - 2014**

**Extra-Curricular Activities/Achievements**

* Recognized for superior performance as “Bright Spot Award” honoree (Jan’18, May’18 & Jul’19),
* Worked as Treasurer of Alumni Relations Cell - IBS Hyderabad (Jul’15-Feb’17)
* Recognized for superior performance as “Star of the Month” honoree (Jan’15 & Feb’15)

**Technical Skills**

* Proficient in Microsoft Office & Advance Excel (Macros-VBA)
* Experienced with ERP, BI & RDMS Tools: Oracle EBS, JIRA, IPM, SAP, Salesforce OneCRM, Tableau & RAM
* Basic knowledge of HTML language, Adobe Photoshop CC.