

# Rabindra Kumar Mishra

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8+ years of experience and proven record in handling/managing F&A and Indian Payroll. Including 7 years in F&A operations within the product and service-based IT MNC's. In-depth functional knowledge of Indian Payroll and Benefits, Accounts Receivable, Accounts Payable, Variance Analysis, Global Management Reporting, TEM, Cash Overview, ICO Reconciliation, GL Closing, Compliance, Process Making and implementation, Budgeting, Forecasting.

Skills: Strategy, Team Management, cost controlling, financial reporting, MIS, 7 Tools of Quality, Compliance, Audit, DMAIC, Kano Model, Fish Bone Diagram, Lean 5 Ways, 5S and Mini Tab.

## Drishtee Development & Communication Limited – Manager HR (Payroll & Benefits) (May 18 to Jan 20)

- Managing Indian Payroll Process of 250 fulltime resources.
- Maintaining parallel Master HR data to reconcile head counts on the basis of monthly joiners and leavers.
- Maintaining parallel Monthly Payroll data and cross check each line item before bank submission.
- Contributing in Month end process related to Payroll GL's and reconciliations.
- Single point of contact for employee related to their TDS query started from Investment Declaration till submission of proofs, Full & Final settlement, Clubbing of Income and TDS from previous employers, gratuity payments etc.
- Develop and monitor overall HR strategies, systems, tactics, processes and procedures in Drishtee.
- Ensure up to date maintenance and management of individual data and records.
- Fixation and management of salary, perks, and welfare schemes.
- Monitor and ensure compliance to statutory compliances in accordance with Government policies.
- Report to management and provide decision support through HR metrics.

## Clear2Pay India Pvt. Ltd. (an FIS Company)–Accounting Manager (July 11 to June 15) 4.0 Yrs.

- Process & Managing Indian Payroll Process of 450 fulltime resources.
- Preparing Management reports and financial statements such as Balance sheet, Profit and Loss account and cash flows.
- Preparing budgets and forecasting and profitability on the basis of historical data analysis and rightful assumptions.
- Accounting check for TDS, Service Tax, RCM, GL coding, work order etc. for all transaction before posting in ERP.
- Approving all Bank transactions including inward remittances in ERP for weekly bank reconciliation.
- MIS of Customer and ICO invoicing (Travel + Cost), Receipts from Customer, MIS for Invoicing & Receipts.
- MIS of all statutory including TDS, Service Tax return & refund, Softex, GST and payment of all taxes.
- Monthly Reconciliation and Variance Analysis of all items of Balance sheet and P&L, ICO to upload into Blackline system.
- MIS for Monthly Project & Department wise Revenue & Expenses along with Variances Commentary.
- Preparation of all MIS and providing all support for Income Tax assessments and cases.
- Conversion of forex and rate negotiation with Banks. Dealing with banks, auditors, consultants and Global counterparts.
- ERP (Agresso) implementation support for Indian Accounting (Tally to ERP Agresso)

## RateGain IT Solutions Pvt. Ltd. – Sr. Exe. Finance (October 08 to June 11) 2.9 Yrs.

- Managing & Process payroll of about 350 resources.
- Complete cycle of AP including approval, payments, ledger maintenance and reconciliation.
- Multicurrency invoicing using QuickBooks, Maintaining customer ledger in QB and Tally. Circulating weekly Pending Payment Report to the Executive leadership. All outward remittance for international consultants.
- EEFC Bank / INR Bank account posting and reconciliation.

## ACADEMIC & CERTIFICATIONS

- MASTER'S IN BUSINESS ADMINISTRATION (Finance) in 2012 with 65% from Sikkim Manipal University
- One Years Computer Diploma from NIIT, Daryaganj, New Delhi in 2002
- Qualified NCFM Financial Market Beginner Module
- Trained & Certified QuickBooks user (USA)
- Certification in Valuation & Finance Modeling from The Wall Street School (July 2016)
- Certified Lean Six Sigma Green Belt + Black Belt

## COMPUTER PROFICIENCY & AWARD

- Advance Excel, ERP (Agresso), Tally, QuickBooks, Payroll software and Mini Tab.
- Outstanding individual performance towards the success of Finance Function and Organization–March 12
- Travelled to Belgium in 2013 for Global Finance Conference at C2P HQ as a winner within top five Managers out of nineteen global entities.
- IELTS General Score: Overall 6 Bands.