

Prashant Kumar Mishra

Growth-oriented professional with a zeal to build career, targeting assignments in R2R, General Accounting with an organization of high repute in Finance Industry

Location Preference: Delhi NCR, Hyderabad, Mumbai

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CORE COMPETENCIES



GA,FA,RTR

SLA / TAT Adherence

Project Improvements

AP,AR Reconciliation.

Cash/Bank Reconciliation

Fixed Assets Reconciliation

SOX Control & Documentation

MIS Reporting.

General Accounting.

Cash Flow & P&L (Actual & forecasted)

Variance Analysis.

Balance Sheet Reconciliation



PROFILE SUMMARY

- A competent professional offering over 8 years of rich experience in Finance & Accounting Industry.
- Submitted Lean in order to catch revenue leakage going on in FabHotels.
- Reviewing and Validating monthly SOX documents for Balance Sheet items and provide assistance to internal auditors in audits schedule
- Implemented SOX control in Fabhotels Finance department in order to minimize financial risk.
- Streamlined the cash collection identification through bank and cash report and allocation in respective property ledger.
- Prepared ad-hoc and operational reports, handled analytics and management reporting
- Managed escalations reported by customer and Internal stakeholders for GA.
- Driven **Green Belt Project** on payment mode conversion from check to ACH in order to reduce the cost and manpower utilization of business. (Genpact)
- Trained new resources in General Accounting, Cash & Bank Reconciliation, Fixed Asset, Trial Balance and Balance Sheet Reconciliation.
- Focused on SOX Compliance, documentation & Validation to minimize risk.
- Prepared & updated the SOP's & Exception Tracker as per project requirement.
- Dashboard regarding SLA, governance and sharing the targets, achievements & issue within the team with stakeholders (Genpact & Customer)
- Proven experience in improving operations, impacting business growth & restoring financial health of business through control of all receivables, payables and assets
- Achievement-oriented professional with excellent people management skills and capability to manage change with ease



IT SKILLS

- **Office Tools:** MS Office (version XP,/2000,07,10), Word/ Excel/ Access/ Power Point
- **Computerized Financial Accounting System:** Tally 7.2, Oracle, Point man, Tucker, SAP (Tahiti, Everest & Monaco), Blackline



CAREER TIMELINE

May'19-
Till Date

Casa2Stays Pvt. Ltd "FabHotels" Gurugram as **Assistant Manager (Finance)**

Sep14-
Apr19

Genpact India Pvt. Ltd., Gurugram as **Process Developer**

Feb'12-
May'14

IGATE Global Solutions Ltd., Noida as **Finance Associate**



SOFT SKILLS



NOTABLE ACCOMPLISHMENTS

- Acknowledged with **Silver Award** for Outstanding Deliveries for year 2016 in **Genpact India Pvt. Ltd.**
- Received **Multiple Bronze Award** for 100% accuracy during quarter & year end close in **Genpact India Pvt. Ltd.**
- Prepared & Edcast the Training Module for GA and Account Reconciliation as per IFRS.



WORK EXPERIENCE

May19- Present with Casa2Stays Pvt. Ltd. "FabHotels" Gurugram Assistant Manager (Finance)

Key Result Areas: Finance

- Managed property operated by FabHotels from property live till final settlement in terms of finance and accounting prospective.
- Streamlined the cash collection identification through bank and cash report and allocation in respective property ledger.
- Modernized Vendor Invoice validation process in order to control organization cost and fair audit process.
- Administered the receivable reconciliation daily and analysis the difference and take appropriate action against operation.
- Developed and maintained an effective Finance Team that reflects the operational needs.
- Implemented in-house budgeting models and financial reporting packages which streamlined financial reporting, cost controls, credit management, and management of finance and accounting for the unit
- Validated fixed and controlled upon variable cost which create adverse impact upon P&L and revenue leakage.
- Validating effective provision in order to pay Rent & vendor payouts.
- Formulated Cash Flow & P&L (Actual & forecasted) and sharing the performance report property wise with upper management in order to take effective decision upon operational cost and revenue.
- Examined doubtful debt data and share report with upper management in order to take effective decision upon bad debts calculations.
- Followed up with team and ensuring all the activity like validation of invoice, recording of invoice, recording of receipt either in cash or bank, payment to vendor, provision, bad debt, Revenue, Cost, Commission, Rent & PAH booked in financial system within TAT.
- Reconciling data against TCS, TDS & GST and ensuring should be deposited within TAT in order to circulate the certificates with vendors and ignorance of late charges imposed by IT Department.
- Confirmed all the activity should be recorded in financial system in order to perform month and year end closing.
- Implemented SOX control in Finance department in order to minimize financial risk.
- Answered audit requirements/enquiries pertaining to End to End Accounting during statutory Audits.

Sep14-Apr19 with Genpact India Pvt. Ltd. Gurugram as Process Developer

Key Result Areas: (RTR- GA,FA)

- Completed Successfully Remote transition for General Accounting Team.
- Trained new resources & customer in FA & General Accounting Team.
- Developed & updated the SOP's & Exception tracker as per process requirement
- Worked on Six Sigma quality check (DPMO Method) for Entire General accounting & FA in order to provide necessary solution to improve SLA.
- Provided floor support to GA, AP, AR & FA in order to improve efficient working culture for business.
- Prepared:
- Preparation of Journal entries of manual payments, interest, bank charges, prepaid, Accrual, provision for bad debt, bad debt and Intra funding,
- Preparation of Reclass JE's against manual adjustment in sub ledgers.
- Daily reconciliation of banks used to pay customer vendors, tax, freight charges & Bank charges.
- Clearing the postings & payments on daily basis.
- Preparation of Bank and AP, AR Control Account Reconciliation as per month end schedule and reported to concerned department in case mismatch in sub ledgers along with proper RCA.
- Assist & Strict follow ups from concerned department (AP & AR) in order to close open items.
- Reconciliation submission in blackline along with backups, Aging & RCA adhered SOX compliance.
- Dashboard regarding SLA, governance and sharing the targets, achievements & issue within the team with stakeholders (Genpact & Customer).
- Making stop payment & provide check copy issued to vendor requested by AP Department
- Extracting the OS Checklist and ACH Payment List on Day1 in order to report accurate balance sheet reconciliation.
- Updated the cash reconciliation project in terms of FEBAN entries & posting done by AP and other departments to show the clear picture of postings and reconciliations of Cash
- Made good connect between AP, Treasury, AR and Control reconciliation team in order to improve the efficiency of workflow.
- Prepared flux analysis during quarter end in case movement in balance sheet above the threshold limit.
- Reviewing monthly SOX documents for entire business and provide assistance to internal auditors in audits schedule.
- Gained Sound knowledge of SAP (Tahiti & Everest)

Highlights:

- Adjudged in the Silver category as GA Champion in Healthcare Vertical for Outstanding Deliveries for year 2016
- Trained customers and New hires in GA, FA, AP, AR regarding adjustment entry in order to flow accurate Chats of accounts.
- Driven Green Belt Project on payment mode conversion from check to ACH in order to reduce the cost of business
- Successfully reduced time & cost given lean idea to both teams (AP & Cash reconciliation) regarding manual void of checks.

Feb'12 - May'14 with IGATE Global Solutions Ltd. Noida as Finance Associate

Highlight: RTR- Fixed Assets Accounting

- Managing Fixed Assets Accounting End to End.
- Shell Creation, capitalization, deletion, Transfer, reclassification, disposal, Amendments as per request and DOM Approval.
- Provided assistance to business regarding depreciation charges & life cycle of assets as per GFCM.
- Interact with business on regular basis in order to provide FAR & solution upon their query.

- Performing month end activity like Test & Depreciation run as per business close calendar.
- Prepared accounting journals to be uploaded in GL and perform all month end closing activities.
- Performing reconciliation between FAR & Sub ledger and reported with RCA along with backups incase movement in FA.
- Preparation of monthly SOX file and assisting internal auditors in reviewing the file.
- Gained Sound knowledge of SAP (Monaco).



EDUCATION

- PGDM Equivalent to MBA (Finance) from IIMT Greater Noida in 2012
- Bachelor of Commerce from Allahabad University Uttar Pradesh in 2009
- Enrolled CPA



PERSONAL DETAILS

Date of Birth: 4th February 1989~**Languages Known:** English & Hindi~ **Permanent Address:** A-16 Chetan Apartment Arjan Garh New Delhi