Bhagyasree Das

Contact

**Address:**

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Key Skills

ERP SAP and Blackline

Accounts Payable Reconciliation(gr/ir)

Vendor Management & Reconciliation

Financial Reporting

Accounts Payable Ageing report

No escalation since process handled

Remote transitions (Solae US/LA)

Global Blackline Reconciliation

Other Accomplishments

Dedicated towards work

Positive Attitude and competent

Quick understanding of process

Financial Tools End-User

Blackline – Reconciliation

SAP, XBRL and Outlook

Summary

Aspiring to take up a role in with an attitude to learn things by adding values and to go the extra mile to contribute the best professional talent to meet day-to-day requirements of the organization to achieve Vision and Goal.

Profile Summary

* 04 years total experience - in the areas of Vendor Management, AP Accounts Reconciliation and XBRL Services with 100% Accuracy and TAT.
* Senior Analyst in **E.I. DuPont Service Centre India Pvt**. **Ltd**, Hyderabad.
* Senior Analyst in **Flextronics Technologies India Pvt. Ltd**, Chennai.
* Financial Associate in **RR Donnelley**, Chennai.
* Ensuring completion of deliverables timely and accurately based on the agreed service levels with the client.

Professional Achievements

* Awarded “Miracle Team” for the June Month 2017.
* Awarded “Pat on the Back” for supporting team to complete reconciliation on time
* Awarded “Star of the month March 2016” for extra ordinary performance
* Awarded Best Performer during 10 Q and 10K Peaks for having consistent higher productivity and quality.
* Received Recognition “RR Donnelley - Best Performer” for FY13 Q2-Q3 XBRL

Education

* MBA (Finance & Marketing) from Academy of Management Studies

**Biju Patnayak University** in 2011 with 7.77 CGPA

* B.Com in 2009 with 57%
* Intermediate in Commerce in 2006 with 78%.

**Rayagada College, Berhampur University**

* Secondary school education in 2004 with 71%.

**Board of Secondary Education, Orissa**

Work Experience

Senior Analyst – P2P – Reconciliation 04 May 2015 - 17 Mar 2017

**E.I. DuPont Service Centre India Pvt. Ltd., Hyderabad**

E. I. du Pont de Nemours and Company, commonly referred to as DuPont, is an American [conglomerate](https://en.wikipedia.org/wiki/Conglomerate_(company)) that was founded in July 1802. In 2014, DuPont was the world's fourth largest chemical company based on [market capitalization](https://en.wikipedia.org/wiki/Market_capitalization) and eighth based on revenue. Its stock price is a component of the [Dow Jones Industrial Average](https://en.wikipedia.org/wiki/Dow_Jones_Industrial_Average).

**Responsibilities:**

* Resolved issue with late invoices by implementing automated invoice process, which increased on-time payments by 54%
* Contacted customers with delinquent balances via phone and email, negotiating with them on payments & resolving disputes
* Single-handedly resolved 85% of receivables that were 120+ days past due
* Performing multiple business reconciliations: Consignment reconciliation, zzzz Reconciliation.
* Responsible for investigate any abnormal variances compared to previous months and coordinate with respective teams to resolve all open items. Reviewing un-recon and other critical high dollar value items
* Peer2Peer Review and share the findings to control quantity
* New business remote transitions (Solae US/LA).
* Tracking Errors and trying to resolve, Balance validation for all business and sites in Share point
* Account maintenance clearings, Every month reporting balances in global reconciliation
* Reporting Blackline reconciliations and status to unresolved items to Business controller
* Responding SBU emails and other customer email on TAT basis
* Attending business calls and audits calls/meetings whenever required
* Preparing monthly trackers and Recon and un-recon reports

Senior Analyst – P2P – Accounts Payable 02Dec 2013 – 23Feb 2014

**Flextronics Technologies India Pvt. Ltd., Chennai**

Flextronics is a Global Fortune 500 company based in the Silicon Valley (filing in Singapore) and is the second largest global Electronics Manufacturing Services (EMS) Company by revenue.

**Responsibilities:**

* Collaborate with suppliers and resolve all issues for portfolio.
* Monitor all invoices and accounting issues, resolve any escalated issues for same.
* Provide appropriate code to all invoices and match it with appropriate batching orders.
* Perform vendor payment reconciliation on a monthly basis.
* Preparing SOX Reconciliation for Vendors.

Financial Associate – Financial Reporting 23Feb 2012 – 25Nov 2013

**RR Donnelley, Chennai**

RR Donnelley is a provider of financial printing globally. RR Donnelley is a [Fortune 500](http://en.wikipedia.org/wiki/Fortune_500) company that provides print and related services. Its corporate headquarters are located at 111 S. Wacker Drive, [Chicago, Illinois](http://en.wikipedia.org/wiki/Chicago,_Illinois), USA.

**Responsibilities:**

* Analyze financial statements like 10-K, 10-Q, 8-K, 485BPOS, 497, Proxy statements from SEC, EDGAR filing companies and disclosures and converting the same into XBRL Format.
* Knowledge on financial reporting tools or applications like (ESAP, RIVET and ESAP and Edgar online).
* Having a sound knowledge in Mutual Fund EDGER fillings (485 & 497 BPOS).
* Map financial data and disclosures using US GAAP.
* Provide support to the Research manager and team in completing projects on time and in knowledge transfer. Attend client calls and interact with clients on a need basis.
* Working for generating XBRL documents for Financial Statements and associated Footnotes.
* Review generated XBRL documents for accuracy and correctness.
* Focusing more on looking into client queries, quality review on analyst performance.

Personal Details

* Date of Birth: 18th July 1989
* Marital Status: Married
* Language Known: English, Hindi, Oriya
* Father’s Name: Bhaskar Das
* Husband Name: Susil Kumar Sabat
* Permanent Address: Marthapeta Street, Near Sana Bazar, At/P.O. Brahmapur, Ganjam, Odisha - 760009.

Place: Hyderabad

Date: Bhagyasree Das