

Ankit

Plot no- 398, 3rd floor, poc-9, Sec-21, Rohini delhi-110086



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Summary:

Highly motivated, meticulous and result oriented Professional with more than 6 years of experience in Procure to pay, Bank reconciliation, Intercompany Reconciliation under Record to Report profile. Excellent track record of delivering on high impact change initiatives and complex cross functional projects. Proven ability to work independently with astute judgment, creative thinking and client relationship skills.

Worked as Associate in Genpact Noida in R2R Profile. Performed Bank & Intercompany Reconciliation.

Experienced: - Worked as Senior Executive in Cognizant Technology Solutions & Tata Consultancy Services in Record to Report profile.

New Learning:- Worked with Mercurius Advisory Services are specialized in Company Incorporation in USA for non-resident alien along with their Federal and State tax compliances.

Work Experience:

Mercurius Advisory Services Pvt Ltd

April'2024 to July'2024

Foreign Accounting

- Maintaining Books in Quick Books & Xero software
- Company formation in USA, UK & Canada
- Documents filing for Company Incorporation
- Form W7 filing for ITIN application
- Form SS-4 filing for EIN Application
- Weekly call to IRS for ITIN Application Status
- Tax Compliances for USA Federal & State Govt.

Tata Consultancy Services India Pvt Ltd

July'2022 to Dec'2023

R2R Bank Reconciliation processing

- Fetching Bank statements from different Banks
- Currency wise fetching of Bank statements from their respective Banks
- Identifying the open items in Bank statements
- Researching for open items
- Passing Journal Entries to match the original Bank balances
- Email follow ups with AR and AP team
- Accruals booking
- Passing Journal entries for Accrual and Prepaid booking

Cognizant India Private Limited Gurugram SEZ

Feb'2019 to June'2022

Insurance Industry

- Expense Allocation to file (ATF Process)
- Apply charges as per the request of onshore
- Day end
- Production tracker

- Weekly calls with Client and respective activities POC's

Genpact India Private Limited Noida SEZ

July'2017 to Nov'2018

R2R Bank Reconciliation Process NBFC (Finance & Account)

- Daily bases stop check request from NBFC's Branch
- Daily Reject and Positive pay file receiving from Symcor Team
- Weekly Bases Manual Journal Entry of Reissue stop check
- Resolving Query of Branch regarding check status and Phone calls of branch
- Daily Bases Tracker updating of stop check and daily reject positive pay.
- Email Follow-up with NBFCs branches for tracking the check status
- Responsible for the calls from the onshore

Intercompany Reconciliation R2R Process (F & A)

- Pre Knowledge Training
- Hands on With Client
- Weekly Claim Reconciliation
- BPC (Business Process Consolidation)
- Weekly Updating GL Balance From SUS (**Mainframe ERP**)
- Weekly Re invoicing Reconciliation
- Manually Standard Journal Entry Upload in **CORA**
- Trintech Auto match tool Reconciliation
- Month- End Close

Academic Qualifications:

Year	Degree	University/Board	Subjects / Specialization	%
2015	Graduation	Delhi University	B.com	50
2012	Grade XII	NIOS	Commerce	50
2010	Grade X	CBSE	All Subject	59

Technical Expertise:

- Operating Systems: Windows 7 / 98 / 2000 / XP / vista/ 2003 Server.
- Applications: Microsoft Word, Excel, PowerPoint

Software & Application Exposure

- Trintech, Workday, People Soft application & Coupa tool

Skill Set (Soft Skills):

- Exceptionally good written and verbal communication
- Willingness and passion to earn & learn
- Good Knowledge of MS office (excel, word & outlook)
- Young, Energetic and Smart team player
- Good learner and observer

Personal details:

Father's Name:	Gopal
Date of birth:	31/10/1991
Marital Status:	Married
Nationality:	Indian
Languages known:	English, Hindi
Interests:	Shopping, Travelling and Listening Music
Strengths:	Hard working, possess leadership qualities, intelligent, open minded and cheerful.

I hereby declare that above furnished details are true to best of my knowledge.

DATE:- _____

PLACE:- _____

(Ankit)