



DOB: 11-Apr-1997

## Contact

### Phone

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### Email

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### Address

D-14 Sector-44 Noida, UP India

## Education

2023  
**Global Islamic Banking and Finance**  
(HRD Trainings DUBAI)

2017  
**Graduate in B.com**  
University of Delhi

## Skills

Leadership

Adaptability and Fast Learner

Microsoft Excel

Management & Communication Skills

Analytical & Problem-solving skills

SAP, Oracle, JD Edwards and Tally

Taxes - GST, VAT & TDS

Accounts Payable & Receivable

Reconciliation

Finance Model and Forecasting

FP&A (Financial Planning and Analysis)

Budget & Ratio Analysis

## Language

English

Hindi

# Ravi Singh Chauhan

## FINANCE & ACCOUNTS

Highly motivated and detail-oriented professional with almost 8 years of experience in financial operations and accounting. Possessing a solid understanding of accounting principles, including accounts payable and receivable, general ledger and financial statement preparation. Strong analytical and problem-solving skills, coupled with the ability to work independently and as part of a team. Proficient in using accounting software and tools like Tally, MS Excel, Oracle and SAP. Strong communication skills, with the ability to explain complex financial data to both finance and non-finance professionals.

## Experience

### 2019 - Still

Genpact India Private Limited - Gurgaon, Haryana

### Accountant - Process Developer

- Invoice Processing along with handling a team of 10 employees for business purposes.
- Identifying process bottlenecks and implementing solutions to improve efficiency.
- Conducting cost-benefit analyses to evaluate process changes.
- Ensuring compliance with relevant laws, regulations and certifications.
- Trained and mentored employees to maximize team performance.
- Training personnel on new procedures and processes.
- Analyzing process and identifying areas for improvement.
- Keep SLAs KPIs and FPY on track and timely Payment runs.
- Ensuring that the financial reports(Ageing, Accrual & Discounted Vendor's Report) comply with accounting standards and regulations.
- Reconciling vendor accounts: This involves comparing vendor statements with the company's own financial records to ensure that they match, and making adjustments as necessary.

### 2016-2019

A&T Capitals Ltd. - Noida, Uttar Pradesh

### Finance Executive

- Delivered portfolio advice and sales to retail clients including equity, fixed income, mutual fund and annuity products.
- Developing and maintaining relationships with clients: This includes understanding their needs and identifying new business opportunities, as well as providing ongoing support and advice including variance analysis, to ensure compliance with the fund's risk management policies and procedures
- Meeting Financial goals: This involves setting and achieving sales targets, as well as developing and implementing sales strategies to achieve these goals.
- Collaborating with other departments: This may involve working with marketing, product development, and other teams to ensure that client needs are met and that sales goals are achieved.
- Assist in the preparation of portfolio reporting, including portfolio analysis, risk management, and performance strategy.
- Prepared and handled Sales projection, Stock Report, Ageing, and petty cash along with branch bank account.
- Assist with trade settlement processes, ensuring trades are accurately and timely processed, settled, and cleared.

### 2015 - 2016

Kanshi Ram Foods Pvt. Ltd. - New Delhi

### Accounts Executive

- Performed accounts payable and accounts receivable along with GST, TDS and VAT Filing.
- Managed various social accounts to maintain brand promotions.
- Managed Vendor billing and account end to end.
- Performed vendor reconciliation and supported manager in preparing Trading, P/L, and balance sheet.
- Performed activities like petty cash, Sales order, and Food cost Reports.
- Client visit for billing-related issues if required.

## Achievements

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- For my quick adaptation and efforts, I have been awarded multiple times by my manager and by clients. Top invoice processor from last two years. Leading a team of 10 members and closing our numbers at zero on month end at Genpact India Pvt. Ltd.
- I processed back-dated invoices and make them cleared from IBM amounted to \$2M (approx) at A&T Capitals Ltd & rewarded many times from by supervisors for my quick & attentive approach.
- Smartly managed all the activities apart from accounting like outlet planning, making strategies for better performance, and how to improve shelf-life for products at Kanshi Ram Foods Pvt Ltd.