



DOB: 11-Apr-1997

Contact

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Address

D-14 Sector-44 Noida, UP India

Education

2017

Graduate in B.com

University of Delhi

2014

Higher Secondary in Accounting

Central Board of Secondary Education

Skills

- Leadership
- Knowledge of (SAP, Oracle, JD Edwards and Tally)
- Adaptability and Fast Learner
- Microsoft Excel
- Management Skills
- Analytical & Problem-solving skills
- Communication skills
- Taxes - GST, VAT & TDS
- Accounts Payable
- Accounts Receivable
- Reconciliation

Language

English

Hindi

Ravi Singh Chauhan

Accountant

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. Holds a Bachelor's degree in Accounting.

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.

2018-2019

Arya Omnitalk Radio Trunking Services Pvt. Ltd. - Noida, Uttar Pradesh

Commercial Executive - AP/AR

- Worked and handled clients like KPMG, CANON, and IBM for invoices, payments and machine installations-related queries. Generated invoices on monthly basis.
- Developing and maintaining relationships with clients: This includes understanding their needs and identifying new business opportunities, as well as providing ongoing support and advice.
- Meeting sales 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.
- Building and maintaining a Add/Churn Report: This includes regularly updating and maintaining a database of potential and existing clients.
- Prepared and handled Sales projection, Stock Report, Ageing, and petty cash along with branch bank account.
- Processed sales orders and verification of vendor's documents along with vendor setup.

2015 - 2018

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

- 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 \$8M (approx) at Arya Omnitalk Radio Trunking service Pvt. Ltd.
- 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.