Santosh Kumar Subudhi

Mobile**:**  +91-9999654543

E-mail: [Santoshkumar.subudhi@gmail.com](mailto:Santoshkumar.subudhi@gmail.com)

**WORK EXPERIENCE**

**Company : TCS E-Serve,(April’2011- till date), Gurgaon**

**Designation : Senior Process Associate, Band 2, Finance & Accounting**

**Job Description : Cash Applications, Bank Reconciliation**



**Core Competencies:**

* Knowledge of SAP for more than 2yrs .
* In-depth knowledge of the methods and procedures of cash application.
* Familiar with MS office applications like Word, Excel, Excel VBA and PowerPoint.

**ACCOUNTABILITIES**

**Cash Applications**

* Handle the tasks of recording payments via wire transfers, lockbox, and ACH to customer accounts Recorded & balanced all cash transactions.
* Responsible for processing check request, customer payments, and other related account adjustments
* Responsible for processing and auditing daily cash receipts to ensure accurate customer ledgers.
* Transferring funds via intercompany from one company code to another
* Perform the tasks of resolving internal and external customer account inquiries regarding cash application.
* Handle the tasks of preparing daily cash applications package and ACH files.
* Perform the tasks of reviewing and reconciling general ledger accounts related to cash application processes
* Resolved payment reconciliations and other AR accounting issues.
* Processed adjustments, refunds & monthly write offs.
* Analyze the variance if any between the closing balance of Bank statement and General ledger.
* Handle the tasks of assisting cash application specialist in solving payment reconciliations and other AR accounting issues.
* To keep a track on the movement of cash from one entity to another entity in bank and in General Ledger
* Handle responsibilities of monitoring cash controls to meet Audit, SOX.

**PREVIOUS EXPERIENCE**

**Company : Genpact India (Mar’07 to April’11), Gurgaon**

**Designation : Process Developer, Finance & Accounting COE**

**Job Description : Bank Reconciliation, Fixed Asset Reconciliation, MIS Reporting,** **Posting of Journals,**

**Data Consolidation and Analysis.**



**ACCOUNTABILITIES**

**Bank Reconciliation**

* Monthly reconciliation of Bank statement with General ledgers
* Analyze the variance if any between the closing balance of Bank statement and General ledger
* To keep a track on the movement of cash from one entity to another entity in bank and in General Ledger
* Check Cash balances

**Maintenance of GL Accounts**

* Create and Maintain GL Account
* Create and Maintain Internal Orders

**Fixed Assets Reconciliation**

* Check the depreciation has been run and transferred to respective GL on 1st day of every month
* Check the flow of assets i.e. additions, transfer, disposals, amortisation, etc.
* Calculate the closing balance of Fixed assets based upon the flow of assets to provide Balance sheet Reconciliations ,support for auditors & help to identify asset decision
* Posting JE for intercompany cross charge equipment rental
* Reconciliation of Assets under Construction to check the amount spent upon the assets till date as compared to estimated and support auditors & help to identify asset decision
* Settlement of internal orders i.e. moving current periods spending from P/L account which is posted during the month to transfer it to Balance sheet.

**Cash - Liability Management**

* Technical accounting of cash and liability claims management
* Maintenance of Sub ledger with inputs received from clients across Americas
* Posting of Journals regarding balances in ledger of receivables and payables
* Identify and provide resolution on open balances, payment requisition and cash line items
* Reconciliation of Sub ledger to General Ledger, Receivables and Payables portfolios for Americas region

**MIS Reporting & Data Consolidation and Analysis**

* Responsible for communicating missing accounts and settlement of open ledger balances for Americas
* Reporting of year end calculations of Balance sheet and P&L accounts
* Reporting of Key Performance Indicator on a monthly basis about the plans achieved and missed
* Consolidation and tracking of workflow achieved by the team on a weekly basis

**Company : Padhy & Co. Charted Accountancy firm(April’05 to Nov’06)**

**Designation : Accountant, Finance**

**Job Description : Financial Accounting and Reporting**



**ACCOUNTABILITIES**

* To check the entries posted by the accountants in the ledgers with the entries posted in the Cash Book, Bank statements and other ledgers maintained by the customers
* Preparation of Income and Expenditure a/c, Trial Balance, Profit and Loss a/c, Balance Sheet
* Audit for final Accounts
* Helping other members and clients in filing Tax returns

**Company : Usha Kiran Traders(April’04 to March’05)**

**Designation : Accountant, Finance**

**Job Description : Financial Accounting and Reporting**



**ACCOUNTABILITIES**

* Post the journal entries in the books of accounts
* Daily bank reconciliation

**ACHIEVEMENTS**

**At Genpact**

* Two Promotions within a short span of time (Senior Process Associate & Process Developer)
* Lean Project: Prepared a tool to calculate the UPA(Unprocessed accounts) to the keep a track on the influx and the daily production of team members there by eliminating NVA work of 2 hrs daily for the Europe Portfolio
* Lean Project: A sheet was designed in such a way that it was used by the TA where the details of every document assigned to him will be recorded along with the credits earned by him / her will displayed on a real time basis. On the second hand since the data was available in a single format it was collated from all the files and was used by the management for various purposes like UPA Status, details of every doc in suspension, credit calculation , Reminder for every doc as to when the next follow up date comes, etc. for the American Portfolio.
* Received Bronze award and Three spot awards from management in appreciation of good work



**ACADEMIA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institute** | **Board/ Univ.** | **Results (%)** |
| 2004 | B.Com | Khallikote College, Berhampur, Orissa | Berhampur Univ. | 54 |
| 2001 | 10+2 (Com) | Khallikote College, Berhampur, Orissa | C.H.S.E. | 54 |
| 1999 | 10th | D.A.V. Public School, Berhampur, Orissa | C.B.S.E. | 58 |



**TRAININGS**

* Lean Trained
* Reconciliations Trained
* Advanced Excel

**PERSONAL VITAE**



Passport No. : J0817227

PAN Card No. : BOHPS2533G

Date of Birth : 15th May, 1983

Address : House No.9,

Block -B, Sanjay Gram, Gurgaon

Haryana,122001

Languages Known : English, Hindi, Telugu and Oriya

Marital Status : Married



**Date: - 21 December 2011**

**Place: - Gurgaon Santosh Kumar Subudhi**