

Subhangkar Pal

Senior Associate(Record to Report)
having 8+years of experience

Ability to project accurate budget related to expenses, prepare tax documents, and maintain **general** ledgers accurately. Working knowledge of **accounting** software like Tally, JD Edward & Epicor. Able to prioritize tasks in pressure situations and **good** organizational skills.



subhangkar100@gmail.com ✉

+91-8949266716,+91-9971518399 📞

Near Itarana Gate, Itarana Road, Alwar,
Rajasthan, India 📍

SKILLS

Record To Report (R2R)

General Ledger

Balance sheet Finalization

Month-end Closing

Advance Excel

Macro

Internal Auditing

Accrual Accounting

Analysis

Reconciliation

TDS & GST Return

SAP-Cognos

Budgeting

Year end closing

Assist in Statutory Audit

Bank Reconciliation

WORK EXPERIENCE

Senior Associate (Finance & Accounts)

Center for Creative Leadership India Pvt. Ltd.

01/2016 - 07/2020

Gurgaon, Haryana, India

Responsibilities

- Calculate bad debt provisions, accruals and prepayments
- Perform reconciliations of balance sheet accounts; Preparation of Cash Flow statement & Bank Reconciliation statement
- Process intercompany transactions; Analyze Debtor Aging Reports; Invoicing & Reconciliation of Receivables
- Capitalizing assets and running depreciation
- Preparation of various journals and its posting
- Balance sheet and P&L preparation, MIS reports preparation, variance analysis and commentary writing.
- Internal auditing & assist in Statutory Audit
- Preparation of TDS & GST Return
- Month-end closing and Year-end closing
- Assist with preparation of work papers as required by external auditor

Senior Practitioner

IBM India Pvt. Ltd.

01/2015 - 01/2016

Gurgaon, Haryana, India

Responsibilities

- Review, reconcile and confirm all intercompany transactions for the international group
- Record all fixed assets movement upon receiving proper documentation
- Prepare monthly balance sheet reconciliation and follow up on any open or un-reconciled items
- Posting journal entries and accounting corrections/reclassifications to ensure accurate accounting records.
- Be responsible for all Month End closing activities, in compliance with company accounting policies
- Conduct monthly and quarterly flux(Fluctuation) analysis on balance sheet and P&L accounts.

WORK EXPERIENCE

Senior Executive

Infosys BPO Ltd

02/2013 - 01/2015

Gurgaon, Haryana, India

Responsibilities

- Prepare monthly / quarterly reconciliations of journal entries
- Update and maintain process documentation (updated in terms of systems, transactions and processes)
- ensure an error free process with accuracy & TAT
- Passing & posting journal entries and support with accurate backup.
- Reconcile the balance sheet items i.e Accruals, Prepayments, Misc receivables etc.
- Ensure client Service Level Agreements (SLA) and timelines are met
- Handle Month-End Close, Fixed Assets, Inter-company and Cash Reconciliations.

Accounts Assistant

JVL Agro Foods(A Unit of JVL Agro Industries)

04/2011 - 04/2012

Alwar, Rajasthan, India

Responsibilities

- Process all purchases (supplier invoices) and refunds (credit notes)
- Passing all kind of Journal entries
- Generating invoices and submit them to customers
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report
- Follow up with the customers
- Review the company's receivables ledgers and aging reporting on a weekly basis
- Set up and maintain supplier accounts
- Reconcile supplier accounts and resolve differences
- Process staff expenses

EDUCATION

PGDM(Post Graduate Diploma in Management)

The Indian Institute of Planning & Management

04/2009 - 03/2011

Gurgaon, Haryana, India

Courses

- Marketing, Finance & Supply Chain Management

B.com(Bachelor of Commerce)

Shri Adinath Commerce College(University of Rajasthan)

04/2005 - 03/2008

Alwar, Rajasthan, India

Courses

- Accounts, Economics, Income Tax, Costing & Business Management

ACHIEVEMENTS

Accuracy

Accurately reviewed and resolved exception reports as well as researched, analyzed and resolved invoice payments' transaction-related matters.

Cost Negotiation

Helped Management to make decision regarding selling their products at Higher prices

Maintain Confidentiality

Maintained a positive working environment by reporting any unusual and immoral act to the management while maintaining confidentiality

New Process Deployment

Brought new process(Share service center) in my last organization and trained my subordinates

HONOR AWARDS

SPOT Award (12/2013)

Infosys BPO Ltd.

- Maintain the accuracy throughout the year without missing any deadlines

Individual Extra Miller Award (09/2014)

Infosys BPO Ltd.

- Lead the transition successfully