**PROFILE SUMMARY**

Having 5.2 Years of progressive experience in corporate Finance Analyst. Presently I’m drive the position of project Financial Analyst in various projects like - Govt. Sector (Karnataka power Transmission Corporation, Bangalore Metro Rail Corporation),

Proven ability to handle account receivable & payable transactions, Tax Compliance, Prepare MIS and various reports. Coordinate with various stakeholder like - supplier, contractor, Technical department, commercial Tax department for smooth functioning.

**PROFESSIONAL EXPERIENCE:**

**KEI INDUSTRIES LTD (Cable Manufacture/EPC/EHV) Bangalore May 2015 to Present**

**Finance Executive** **(Project Dept)**

**Role & Responsibility**

* Prepare and present the budget/forecast and actual reporting for the business leaders and finance management with useful, relevant insights into business activities
* Consistently review and enhance expense allocation methodology and process (forecast and actuals) for the business units
* Management of expense segmentation end-to-end process of tool/cube maintenance, methodology definition and implementation, data controls, and business unit/management reporting
* Firm understanding of P&L components and proven ability to analyze P&L drivers, understand the dynamics, and communicate the results
* Must be proficient in Essbase and MS Excel with knowledge of pivot tables, lookups and other higher-level functions
* Strong analytical and problem-solving skills, which will require interpreting large amounts of data and converting it into meaningful information
* Capability to manage multiple projects and deadlines, while working independently
* Support sales leaders with reporting, policy and process in managing pricing exceptions
* Coordinate & execute on budget, forecast, and stress testing processes
* Checking of invoices, processing them accordingly in ERP-BAAN systems and sending invoices to counter entities.
* Performing AP/AR Activities and month end activities, Balance sheet Reconciliation, preparing Journal Entries and various control schedules.
* Support on Internal/External audit.
* Processing monthly payments and settlements
* Resolve any query issues according to defined policies and procedures.
* Escalate as necessary any customer issues related to queries to the Team Lead.
* Responding to customer query over emails, chats and telephonic calls
* Process expenses and Vendor payments as per policy and agreed terms.
* Manage invoicing and collection within companies polices & standard.
* Monthly Professional Tax Return filing.
* Drafting corresponding mail/letter from statutory offices/ IT departments.
* Prepare monthly MIS report for management.
* Prepare the monthly cash flow of Debtor as per aging.
* Passing various adjustment entries.
* Develop various recurring and adhoc reports weekly, Monthly, quarterly and annual basis for HO.
* Prepare the quantitative and qualitative analysis of data related to various accounts in the organization and preparing the reports as per the requirement of the operations term to help enhance the productivity

**EDUCATION**

* MBA (Finance),Institute of Management Technology -CDL Ghaziabad, India (Completion: June 2018)
* B.Com, University of Calcutta, Kolkata, India (Completion Date: June 2010)

**TECHNICAL SKILL**

* Outlook MS Office (Word, Excel, PowerPoint) & SPSS, Tally ERP 9, Internet E-mail, ERP-Infor LN (BAAN),SQL,SAP

**EXTRA QUALIFICATION**

* CA-CPT Qualified in Dec 2009 with 50% marks from Institute of Chartered Accountant

of India.

**AREA OF INTEREST**

* Project Control, Project Coordinators, Finance Analyst, Credit Analyst, Credit Control, Finance Report.

**PERSONAL INFORMATION**

* Languages Known- English, Hindi, Bengali
* Mailing Address : Permanent Address - R.G.M- 172, Sukanta Abashan, Jyangra Dakshin Math, Baguiati, Kolkata – 700 059, West Bengal, India.
* Present Address – KPR RECEDENCY, 3RD Cross, Sai Baba Temple Road, Kundanhalli, Bangalore - 560037

**OTHER INFORMATION**

* Present CTC - 5.5 Laces
* Pass port Status –Available Relocate – Yes (Anywhere)

I hereby declare that all furnished information above is true to the best of my knowledge and belief

**Place: Bangalore SANJEET CHOURASIA**