

Curriculum Vitae

<p>ANAND KUMAR S</p> <p>Contact:+919620494640 E-mail:adbroski@gmail.com</p> <hr/> <p><u>Date of Birth:</u> 22ndJuly, 1992</p> <hr/> <p><u>Languages known:</u> <u>Read & Speak:</u> Kannada and English <u>Write:</u> Kannada and English <u>Speak:</u> Kannada, English, Hindi, Telugu and Tamil</p> <hr/> <p><u>Address for Communication:</u> No. 16, Huchamma temple road, RS palaya, Naranappa building, Bangalore-560033Karnataka</p> <hr/> <p><u>Hobbies:</u></p> <ul style="list-style-type: none"> • Listening to Music; • Traveling, Making friends and interacting with people from different backgrounds. <hr/> <p><u>Key strengths:</u></p> <ul style="list-style-type: none"> • Ability to build interpersonal relationships • Positive mindset • High degree of self-motivation • Team work Spirit • Adaptable • Inquisitive • Rapid Learning Capability 	<p>Professional Objective:</p> <p>To grow in a progressive organization where the blend of my 7 years' experience and enhanced educational skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.</p> <p>5-6+ years in Finance professional with significant experience in Accounting operations, General Ledger, Fixed Assets and Payroll Accounting experience in Managing teams.</p> <p>Academic Qualifications:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Examination</th> <th style="text-align: center;">Year</th> <th style="text-align: center;">Board/ University</th> </tr> </thead> <tbody> <tr> <td>MBA</td> <td style="text-align: center;">2016</td> <td>Pondicherry University</td> </tr> <tr> <td>B.COM</td> <td style="text-align: center;">2013</td> <td>Bangalore University</td> </tr> <tr> <td>II PUC</td> <td style="text-align: center;">2010</td> <td>Karnataka Pre University Board</td> </tr> <tr> <td>SSLC</td> <td style="text-align: center;">2008</td> <td>Karnataka Secondary Education Examination Board</td> </tr> </tbody> </table> <p>Work Experience</p> <p>JPMORGAN CHASE (INDIA) Duration: 23rd October 2017 – Present Designation: Team Specialist - 502 (Emp ID: I694814)</p> <p>Work Exposure: North America Payroll Accounting (General Accountant, GL)</p> <ul style="list-style-type: none"> ➤ Review and analyze all North America payroll GL & DDA transactions to ensure adherence to Corporate Accounting policies and internal control processes and procedures and experience in performing payroll activity in a high volume environment. ➤ PeopleSoft HR/Payroll/SAP General Ledger or other similar payroll system ERP. ➤ Active Participant and contributor in the Cloud Accounting & GL implementation. ➤ Support the corporate Global Accounting Model and develop a strong and efficient operating Business Continuity Plan. ➤ Reconciles General Ledger accounting, DDA accounts and payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines. ➤ Assists in developing reporting processes, procedures, and internal controls for the purpose of maintaining the efficient flow of financial processes. ➤ Manage partnership with internal and external departments. ➤ Assist with employee garnishments and payroll related requests. 	Examination	Year	Board/ University	MBA	2016	Pondicherry University	B.COM	2013	Bangalore University	II PUC	2010	Karnataka Pre University Board	SSLC	2008	Karnataka Secondary Education Examination Board
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IT Skills:

- Working knowledge of different versions of Utility Package MS Office e.g. Office 97, 2000, XP, 2003, 2007 & 2010 – especially Word, Excel, Outlook and Power point presentation.
- Working knowledge of Accounting Packages like, Oracle applications R11, Fusion, OFSS application REL9, REL10, JDE, Pronto, Aurora, Tally 9.0, Tally ERP9.

Highlights:

- Won 1st prize in Commerce exhibition.
- HR coordinator in commerce exhibition.
- Member of Oracle Fun at work team.
- Won YAR award twice for highest productivity @Oracle.
- Appreciation mails from clients for taking up tasks and resolving it in time.

- Assist in processing of Semi-Monthly, Bi-Weekly, Monthly and Off-Cycle payroll and commission processing through ADP Workforce.
- Assist manager on various projects/tasks.
- Provide payroll analysis and reporting (such as- ACH Releases and ADP Tax Release) to management.
- Manage vendors like MetLife and Global Philanthropy.

Work Experience

CAPGEMINI BUSINESS SERVICES (INDIA) PRIVATE LIMITED

Duration: 27thJune 2016 – 18thOctober 2018

Designation: Senior Process Associate - A4 (Emp ID: 071027)

Work Exposure:

General Accountant, GL

- Performing day to day financial transactions including Verifying, Classifying, and Computing, Posting and Recording it into ledger data.
- Responsible for planning & execution of end to end deliverable as per pre-defined and agreed assignments of varied nature and coordinating with the underlined team effectively.
- Responsible for preparation and upload of financial statements into consolidated portal on monthly basis like sales reporting, P&L Account, and Balance sheet.
- Coordinating 7 entities & 3 different ERP's MEC's per month.
- Performing month End GL Reconciliation & clearing old open items.
- Performing Allocations in ERP.
- Performing Intercompany Reconciliations.
- Answering the Approver queries in Month End Activities.
- Preparing and posting of Monthly Accruals and standard Journals.
- Stabilized the process with proper reporting and timely deliverables.
- Resolving customer queries.
- Assisting in month end closing.
- Preparing and Posting journals in ERP's. (JD Edwards, Pronto and Aurora)

Handling 2 bank entities End to End process like Posting bank entries, preparing bank journals and coordinating with other stake holders (AP & AR team) to clear open items and Preparing Bank reconciliation.

Work Experience

ORACLE INDIA PRIVATE LIMITED

Duration: 12th August, 2013 to 10th June, 2017

Designation: Financial Analyst (Emp ID: 44799)

Work Exposure:

Fixed Assets Analyst, FA

- Oracle Financial Services Software (Fusion) - Additions, Retirements, Transfers, Reconciliations, Split of Asset Details, Web ADI, Critical Queries, CIP Assets, Book Closure during month end.

Others:

- Orientation
- Certified with Retail management course from the Recognized University.
- Professional Karate coacher since 2010.
- Recognized with All India karate federation as Black belt holder (DAN-II).
- Recognized with World karate federation as Black belt holder.

- Capitalization of Assets through Manual Additions, Quick Additions and Automated Additions.
- Transfers and Retirements of Assets were done internally.
- Review of monthly and Q-pack Reconciliations performed by GL team.
- Handling CIP Related projects and capitalization of CIP Assets.
- Sorting various queries from the Requestor's on a daily basis.
- Closing of Corp Books and Tax Books on a monthly basis.
- Coordination with Local real estate/facilities team on a regular basis to obtain the complete information on project related/CIP invoices.
- Attending service request and queries raised by internal and external stakeholders.
- Validation of monthly and quarterly Depreciation expense.
- Actively involved in Testing in Oracle Cloud Service.
- Communications with Internal Customers like Accounts payable team, General ledger team, Account receivables team and with the requester on subject related queries.
- Organizing committee for month end fun activities. Counting

Capabilities

- Experience in performing payroll activity in a high volume environment.
- Assists in developing reporting processes, procedures, and internal controls for the purpose of maintaining the efficient flow of financial processes.
- Supporting in refining various finance processes and develop SOPs
- Experience with SAP Applications.
- Results oriented, strong sense of urgency, proactive and flexible.
- Handling 7 entities and 3 ERP's (JD Edwards, Pronto & Aurora).
- Clearing and Open items in Reconciliation of all three entities.
- Process improvement in modifying the working template and preparing DTP's.
- Reduce manual work and moderate work time automatically.
- Actively participated in all knowledge transfers for any process related activities.
- Initiative- Initiated for Fusion testing at Oracle.
- Quality of enterprise- Performed and worked on exception bringing it down on a monthly basis. Having control checks on process optimization.
- Enthusiastic- Used to work for long hours and going the extra mile for the right purpose.
- Presentation skill- Appreciated and awarded for creativity and presentation during FA GPO and Managers visit to India.
- Hardworking- Worked hard in accomplishing difficult mandates during high volume situation.
- Analytical Skills- Prepared document on Asset category based on the analysis of nature of invoices.
- Handling audit query from both Internal and External stakeholder.

Achievements:

- Recognized with Kudos awards 5 times for 100% productivity and Zero escalations.
- Achieved the best Team award for Q3 2016 (Capgemini).
- Achieved the best individual performer award for Q1 2017 (Capgemini).

- Received an appreciation from clients for clearing pending items with perfect solution and resolving it.
- Recognized with YAR Awards twice at Oracle for achieving highest productivity and also for taking initiative in clearing all Pending invoices in Global FA Books.
- Provided Training to the Newly Joined Resources and updating the existing Resources for smooth flow of Process.
- Project lead in preparing Process Desk Manual documents.
- Month End closes coordinator for corporate books and Tax books Closure.
- Senior Tester for Fusion testing at Oracle.
- Learnt Analytical Skills and Communication skills while solving various issues related to the Process.
- I have been given the responsibility of handling APAC, LAD and US regions with complete ownership. Student Coordinator for the HR Event in the year 2012.
- Received an appreciation from Global Controllers for investigating and resolving open items Fixed Assets Register (FAR).

Other Personal Details:

Age	27 Years
Father's Name	Subramani
Nationality	Indian
Marital Status	Single

Reference:

Reference can be provided up on request.

Declaration:

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

References: Provided on request

Place: Bengaluru

Date:

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