

CURRICULUM VITAE

Anuj Bhutani

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Objective:-

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational as well as individual growth.

Area of Expertise

➤ **Professional Expertise**

- Forecasting, budgeting of expenses and month-end closing & reporting.
- Thorough understanding of financial ratios.
- Theoretical knowledge of processes AP (PTP), AR (OTC) & basic understanding of RTR.

➤ **Technical Expertise**

- SAP (BPP and BWP module) & Essbase (Hyperion) – as front end user.
- Salesforce (CRM) – as admin.
- Proficient in MS-Office especially MS-Excel.

➤ **Client/Onshore Management**

- Offer a high level of client support.
- Identify and adopt client focused activities.
- Analyze business practices and define optimal procedures or practices.

Employment Profile 1

Organization: InterGlobe Technology Quotient Pvt. Ltd.	(From Sep'19 to till now)
Process: Financial Planning & Analysis (FP&A)	Designation: Finance Executive

Responsibilities:

- Monitor& report performance indicators, highlighting trends and analyzing causes of unexpected variance on daily, weekly & monthly basis to various stakeholders (including leadership team).

(RCM – Revenue Cycle Management)**

- Analyze past and current trends of key performance indicators along with the reasonable explanation.
- Maintain database of necessary terms & conditions of each of the executed commercial contract.
- Ensure timely calculation of each of the customer's quarterly/monthly performance incentive per agreed terms & conditions.
- Ensure authenticity, by regular update, of customers' available data on Salesforce.
- Timely reporting of customer's performance & incentive details on monthly/quarterly basis.

Employment Profile 2

Organization: R1 RCM Global Pvt. Ltd.	(From Sep'18 to Sep'19)
Process: Financial Planning & Analysis (FP&A)	Designation: Finance Professional

Responsibilities:

- Analyze financial information and reports for providing accurate and timely financial recommendations, to end user for decision making purposes.
- Monthly cost allocations from shared services (US & India) for RCM functions.
- Estimation & posting of non-payroll accrual (monthly) for shared services.
- Preparing monthly roll forward financial summary, for each of the RCM function and discussion, of financial picture, with business partners of respective functions.
- Analyze & reporting of payroll expense, of companywide hourly employees.
- Reporting of shared services & co. wide headcount, to executives/business partners with reasonable variance commentary.

Employment Profile 3

Organization: Accenture Services Pvt. Ltd.	(From Aug'17 to Sep'18)
Process: Financial Planning, Reporting & Analysis	

Responsibilities:

- Rolling forecast for headcount related expenses per nature of spend, at business unit level.
- Reconciliation & reporting for travel & leisure and tax expenses.
- Headcount reconciliation, analysis & reporting.
- Preparing monthly "Service Level Agreement" dashboard.

Achievements:

- Introduced automation for an activity called “Preliminary actual expenses vs. prior period-forecast”, using functionalities of MS- Excel, which saves time and led to accuracy.

Academic Credentials:

Course	Year	University/Board
B.Com. (Hons.)	2014-17	Maharshi Dayanand University
Senior Secondary(XIIth)	2014	92.6%, CBSE
Secondary(Xth)	2012	91.2%, CBSE

Personal Qualities:

- Good communication skills.
- Confident and positive attitude.
- Passion for constant improvement.
- Hardworking and possessive regarding work.
- Doing yoga & reading financial literacy books.

Skills/Strengths:

- Self-motivated and passion to succeed.
- Good qualitative aptitude along with good grasping power and zeal to learn.
- Believes in team work and try to build good relations with the team members.
- Knowledge of commerce related field especially finance & accounting.

Declaration:

I certify that the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Anuj Bhutani