**INFANT KISHORE B.**

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*Performance driven professional with* ***7 years of experience*** *targeting Senior Level Assignments- Accounts & Finance Location Preference:* ***Bengaluru***

**PROFILE SUMMARY**

* Dedicated and tenacious individual offering **7 years** of experience in Accounting Operations
* Proficient in processing all company payables, from initial entry through payment & filing and maintaining timely reconciliation of all credit & banking accounts including Bank, Cash, Debtors, Creditors and Stock
* Capable of streamlining the working procedures & formulating cost effective solutions for enhancing accounting operations, directing financial analysis and internal & regulatory reporting
* Exhibited skills in processing accounts receivable for the Brazil client in Citrix, ATLYS, Vivocorp, SQL developers, SQF, UPerform and Digi view dashboard tools and managing all the client receipts, payments and quality check activities
* Impressive success in implementing financial procedures, maintaining & finalizing accounts as per the statutory requirement
* Identified & mitigated risks, ensured internal controls and increased productivity through flawless execution of operations
* In-depth knowledge of preparing and reconciling monthly income schedules to identify income to be included in monthly management accounts
* Skills in maintaining and reconciling accounts as well as preparing reports; creating, documenting and posting complex journal entries; recording various intercompany transactions and cost allocations
* Proficient in reviewing MIS reports that generate necessary financial information to determine profitability
* Strong communication, interpersonal relations, mentoring and leadership skills enables effective solutions that positively impact quality of the role performed

**CORE COMPETENCIES**

~Accounting Operations

~MIS Reporting

~Process Excellence

~Reconciliation Statements

~Finalization of Accounts

~Working Capital Management

~Cash/Fund Flow Statements

~Account Analysis

**ORGANISATIONAL EXPERIENCE**

**Since Mar’15 with Accenture/ Accounting Solutions Pvt. Ltd., Bengaluru**

***Growth path:***

***Mar’15-Nov’18 as General Accounting Ops Analyst***

***Since Nov’18 as Transaction Process Analyst***

**Key Result Areas:**

* Implementing accounting systems, procedures, while, preparing statutory books of accounts & finalizing accounts
* Managing daily financial transactions related to accounts receivables, accounts receivables, bookkeeping, payroll and budget & the transactions related to bank and preparing Bank Reconciliation Statements; Performing monthly account reconciliations and monitoring general ledger transactions
* Preparing annual reports, while, ensuring compliance with regulatory accounting standards for presenting the financial position of the company
* Developing cash flow & fund flow statements for monitoring the flow of working capital
* Coordinating in the preparation and maintenance of P&\L Account and Balance Sheet
* Scrutinizing of general ledger accounts, suppliers analysis accounts and reconciliation payments made to vendors on daily basis
* Reviewing and forecasting the collection from the customers on monthly basis
* Preparing and maintaining statutory books of accounts, ledgers & fixed asset register and performing reconciliation of financial statements on monthly & quarterly basis
* Providing support in audits, closing of books & accounts and generating financial reports
* Balancing and preparing daily account cash distribution sheets and daily activity reports
* Managing billing, accounts receivable entries, account analysis and revenue collection
* Preparing & submitting:
  + Financial reports to the management within benchmark time
  + MIS & ageing reports in order to provide feedback to top management on financial performance
* Assisting:
  + The Manager in business operations and Finance Manager in managing daily banking requirements & performing bank reconciliation of intercompany accounts & branches
* Managing petty cash & suppliers payment disbursement
* Looking into the overall accounting & commercial function accounts receivables, accounts receivable, scrutiny of expenses / entries for the same

**Highlights:**

* Used SAP FICO system for monitoring customer master data management of Canadian clients. Creation, modifying, closure of agreements and contracts(rent, lease royalty, ad fund)
* Managed the reconciliation of GL documents, bills, receipts and payments. Subject matter expert in the industry CMT (communication media and technology) under AR (Accounts receivable) OTC (order to cash) revenue cycle and assurance and cash app process
* Administered automation & manual index, Verification of the SMP, Stimulate, receipts and the queries
* Kept the higher authorities regarding the regarding process improvements by reporting the issues
* Updated about the daily volume tracker, 3 by3, ETY, Digi view and all OE docs

**Significant Accomplishments:**

* Extended assistance to the team for all queries, and training to new joiners and to team members
* Trained on Digikron, U-perform and SQF tools
* Received appreciation from client for delivering excellence & for collating 2 processes ETY Acquired internal learning certificates
* Recognized with 750 reorganization points for better performance and received Face of Accenture Award in 2017 & CDP (client data protection) Advocate For The Year Award in 2016 and 2017

**Nov’13-Oct’14 with Nuance Group of India Pvt. Ltd. (Duty Free), Bengaluru as Cashier - Retail Operations Highlights:**

* Led day-t0-day operations while adhering to the custom rules and regulation of India
* Administered different currencies like US dollars, British pounds (sterling pounds), Euros, UAE dirhams, Saudi riyals, Australian dollars, Swiss franc, Malaysian ringgits, Indian rupees and Singapore dollars
* Used SAP for updating the passenger/customer data, while, implementing the rules of different countries
* Steered efforts in selling products and services to the customers

**Mar’13-Sept’13 with Glopore IT Management & Services, Bengaluru as Billing Coordinator**

**Highlights:**

* Used excel and other tools for updating Zee and Pearson school documents
* Managed various documents by processing school documents like Tata, Pearson, Digi-class and Zee schools to finance team and other the engineers claims
* Conducted follow-up with the engineers and the school clients
* Administered Petty cash entry, Apollo stock auditing, sun network stock auditing and companies fixed asset auditing in Tally ERP 9.0
* Filed Infosys e-tax returns

**OTHER COURSES**

* 3 months (August-October 2018) Certification Training Course
* UIpath and Automation from Besant technologies
* Pursuing Data Science Certification Course from Cognixia digital workplace solution since 2019

**ACADEMIC DETAILS**

* **M.Com.** from KSOU, Mysore University in 2014
* **B.Com. (Finance)** from St. Aloysius Degree College, Bengaluru in 2011

**IT SKILLS**

* MS Office Suite (Excel Micro and Macros, PowerPoint, Word, Access and Excel) and SQL Developer
* MS Dos and Windows
* Tally 9.0 ERP
* Client Server Applications (Atis, Atlys, Print Laser, Sia, Nsia, Trackview, Intermediate, GCM, GCW, PWD and Vivocorp, Digi view DashBoards)

**PERSONAL DETAILS**

**Date of Birth:** 4th February 1991

**Languages Known:** English, Hindi, Kannada, Telugu & Tamil

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