



## CHANDRA BHUSHAN SINGH

Manager - R2R, Finance and Accounting, Genpact Kolkata

Siddha Pines, ELM-206, Rajarhat Main Road, Kolkata - 700136

Cell: +91-9836108124: cbsingh0712@gmail.com

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### Executive Summary

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Experience of 16+ years in the field of Finance & Accounting in R2R.

Overall 17 years of experience with 16 years in Genpact and 1 year in a private manufacturing firm.

*Currently, in charge of Lease Accounting process niche type of work transitioned last November and delivering out of our Kolkata service delivery center. Working on the baselining of data to be used for determining final SLA metrics to be reported out (baseline to be conducted on six months period). Majorly responsible for delivering all activities with zero surprises and value creation to the client.*

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### Area of Expertise/Working Experience

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- *Service Delivery, Stakeholders Management (External & Internal), Team Management, BCP SPOC (Business Continuity Plan), Transition & Reverse Transition Management, Lease Accounting, Account Reconciliation, Month End close, Reporting & SOX Audit, Journal entry calculation & posting, Royalty Statement preparation and Contract Management, Management Accounting, Multiple Generic Mail Box (GMB) management, Standard Operating Procedure (SOP) documentation.*
- Trial Balance Review to ascertain the reasonableness and to catch any abnormalities.
- Formulating and assisting in Internal and External Audit, SOX compliance etc.
- Providing adequate supervision to the team such that tasks are performed according to agreed SLA and laid down principles.
- Ensure Internal Control functions are getting adhered to.
- Upload & Posting of Journal entries using ADI on the ERP tool.
- Conducting regular meeting with process owners and governance meeting with the Finance directors on monthly business review
- *Doing session C (mid-term & annual appraisal) discussion with team & giving them constructive feedback.*
- *Ensure learning path adhere for the new hires & career path discuss for the vintage resources.*
- *Prepare monthly VIC (variable incentives).*
- *Did a BCP SPOC role for the US based account (225+ FTE) by scheduling and conduction Quarterly Cold Test & Hot Cold Test and setting up governance & minimizing surprises in case of a disaster occurrence. Got appreciation & rewarded by the company for the outstanding work on the BCP front.*

## System/Applications Used

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- ERP - Oracle & SAP
- Lease Accelerator
- ECM – Electronic Contract Management
- Workflow like Akritiv
- Business object
- Reporting - Hyperion
- MS Office
- WebEx

## Current Company - Genpact

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*Worked in a multiple process over the last 16 years....*

### **1. Owens-Corning – Kolkata (Mar 2017 to till date) – 2 yrs.**

Transitioned ATR work (closing & reporting) from incumbent and stabilize the process in a short span. Currently, assigned Ramp up addl. work (4 FTE) on Lease Accounting.

### **2. Kennametal – Kolkata (Mar 2016 to Feb 2017) – 1 yr.**

Transitioned and stabilize the process in our Kolkata delivery center. Did transitioned of Plant accounting in 2 phases: Phase-I in April-16 & Phase-2 in October-16 with a small group of 6 resources supervising them and helping them in doing a successful project completion.

### **3. Moduslink – Kolkata (May 2015 to Feb 2016) – 10 months**

Handled a 56 member's team as Overall Lead for the US/Europe/Asia region for a supply chain company. Moduslink is a leader in supply chain provides supply chain management services to global technology & software companies across the world. We act as a Financial Shared Service Center for the client and take care of their *Account Payables (P2P)*, *Account Receivables (OTC)* and *Record to Report (R2R)* business and support them from our Kolkata service delivery center.

### **4. Reed Elsevier – Kolkata (November 2008 to April 2015) – 6.5 yrs.**

Handled a 25 member's team as a R2R Lead for the US/EMEA pole for a publishing company. Reed Elsevier is the world's leading provider of scientific and medical information and pioneer in the field of printing & publishing. We transitioned this process from Amsterdam, The Netherland and acted as a Global Financial Shared Service Center taking care of their various service deliveries like - *Management Accounting*, *Royalty Accounting (incl. Contract Management, Statement Preparation and finalization)*, *Revenue Recognition & Accrual/Deferral*, *Production Cost Accrual/Deferral*, *Balance Sheet Account Reconciliation*, *Hyperion Upload*, *FTE/Headcount Reporting*, *Trial Balance Analysis*, *Various SOX controls and Statutory Audit*.

### **5. General Electric Corporation – 6 yrs.**

GE Transportation – Kolkata (May-06 to Oct-08) Closing/Reporting & Account Reconciliation.

GE Commercial Finance – Gurgaon (Oct-02 to Apr-06) Bank Reconciliation & Escheatment process US

## Key contribution@Genpact

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**Transition & Documentation:** Transition Elsevier R2R process from onsite AS IS and captured all the activities using WebEx tool and documented as Standard Operating Procedure.

**Process Hygiene, Improvement & Standardization:**

ML: Implemented daily scoreboard dashboard for the invoice processing which helped the IP team in their daily track of volume & backlogs.

ML: Introduced Global Close Checklist at an activity level... so that tracking & reporting can be done more accurately during month end.

Driven continuous process improvements through Lean/ process digitization having worked during pre-transition, transition and process stabilization phases. Delivered productivity of 2 resources by applying standardization across US/EMEA activities and streamlining similar process done differently.

**Consulting:** Proposed new 'account reconciliation policy' to the Elsevier management which was liked by the business which helped them in doing the major cleanup in their books.

**Transformation & Project:** Supported business in the ERP implementation tool 'R12' from Oracle 11i by providing support in terms of citing operational challenges, designing, conducting UAT Test/sharing observations and ensure smooth BAU during transformation phase. Also, was part of the Close-Cycle reduction project which helped business in reducing month end close by 1 day - from Day5 to Day4 close.

Created New VIC model to be used across Reed Elsevier R2R and implemented – Employee variable incentives

## Quality DNA

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Lean & Six Sigma Trained  
Green Belt Trained & Tested

## Awards

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- \$200 cash award in VFS, GE Reconciliation Process
- R2R Best performance Award in 2009 from Genpact current CEO
- \$200 cash award in Reed for Reporting
- Leadership excellence Award in 2010 from Elsevier CFO.
- ZAC contest 2015 - winner
- Silver Award in Q3'2014 & Q1'2015 & Q3'18
- Best Team Award (FP&A Global) in Oct 2017 from Director Finance, Owens Corning

## Previous Co.

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**Account Assistant**

August 2001 to June 2002

**Eastern Chemical Industries** - Kolkata, WB

Looking after day to day office work and maintaining books of account using ACE.

## Qualifications & Professional Course

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B.Com (Hons) - University of Calcutta 2000

Honors' Diploma in Network-Centered Computing 2001

Diploma in Business Management, IMT Ghaziabad 2004

## Key Info, Language Known & Interests

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DOB: 07th Dec 1976

Father Name: Late Ram Janam Singh

Siddha Pines, ELM-206, Rajarhat Main Road, Opp. Derozio College, Kolkata, WB 700136

Cell: +91-9836108124, Email: cbsingh0712@gmail.com

***Passport: Yes with US Visa (B1/B2)***

Languages Known: English & Hindi

Hobbies/Interest: Listening to Music, Singing, Socializing and Cricket.

## International Exposure

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Toledo, Ohio, US (Oct – Nov 18)

Latrobe, Pittsburgh, US (Mar to Apr and Aug to Oct 16)

St. Louis, MO, US (Jul 2012)

Amsterdam, The Netherlands (Dec 08 – Mar 09)

Danbury, CT, US (May – Jun 2005)