**RAHUL PRASAD CHAUHAN**

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**CAREER OBJECTIVE**

To achieve my goals in a reputed organization that can utilize my skills by contributing towards its growth and also help me to grow with the growth of the organization by adding up to my expertise, knowledge and skills.

**EDUCATION QUALIFICATION**

**MBA** (Finance & Marketing)

G L Bajaj Institute, Greater Noida

Completion Year: 2017, Attainment: 63%

**B. Com**

Allahabad University

Completion year: 2014, Attainment: 54.5%

**Senior Secondary**

Aditya Birla Public School, Renukoot

CBSE (2010-2011), Attainment: 70.2%

**EXPOSURE**

* Have been working at AMERICAN EXPRESS since Oct. 2018
  + Working on *‘Digital Auditor’* project (US market)
    - Wherein required to ensure data correctness and implementation of financial tool.
    - Cross checking of invoices before final payment and to avoid duplicity.
* ACCENTURE (1 year 3 months)
  + Responsibility of Service Level Agreement (SLA) reports.
    - Preparing SLA reports for Accounts Payable process and sharing the same with the client,
    - Weekly tracking of the flow of Invoices to make sure that any invoice completes its desired cycle within the given TAT,
    - Also to make sure that desired payment for the invoices are made on time as they fall due,
    - Preparing presentation for Operation review meeting held each month with the client where team’s past months’ performance is demonstrated to the client along with future recommendations and any other prospects.
  + Processing of Invoice (INR and FCY)
    - Undertaking First Touch of the invoices wherein need to verify information on invoice with System Data, to ensure that Vendor invoices contains all the relevant information along with the necessary supporting and same is updated in System,
    - Raising the concern to concerned user(client personnel) in case of any discrepancy and resolving the same,
    - Preparation of accrual file for internal check during month-end closure,
  + Also contributed towards reconciliation of Tax codes for audit support.
* SPICE DIGITAL Pvt. Ltd. (4 months).
  + Used to prepare data sheet for tracking “Outstanding Expenses” and undertake follow-ups.
  + Recording journal entries for expense booking in TALLY and SAP.

**TRAINING & CERTIFICATION**

Underwent 7 weeks of internship program as financial analyst in HINDALCO Ind. Ltd.

Certified *Global Youth Employability Initiative* of *BARCLAYS* conducted by *GTT* and *NASSCOM**FOUNDATION*

**COMPUTER PROFICIENCY**

* Efficient working knowledge of WINDOWS,
* MS Office tools like Excel (basic and advance), Word & PowerPoint, VBA,
* Data preparation using SQL along with creating queries,
* Working knowledge of SAP Accounts Payable module.

**INTERESTS**

* Reading Books and Articles (whatever comes across)
* Exploring Nature
* Interacting with people
* Surfing over Internet.

**PERSONALITY TRAITS**

* Always work towards completing the given task with the fullest of my capability to ensure timely completion with least possible errors,
* Being Punctual.
* Openness to experience or work in fields apart my own.
* Patient.