

SANKAR

*QuickBooks Certified, SAP Certified, MBA Finance, US Accounting & International Clients Experience
(QuickBooks Online, QuickBooks Desktop Experience, Xero & SAP FICO Experience)*

Synopsis

A dynamic professional with 15 years experience with US, UK, Canada International Clients and experience working with high tech startup, Budgeting, Accounts Payable, Accounts Receivable & R2R domain, Experienced in Team Supervising, Domestic and Foreign Client Handling, Team Building & Process Training, SOP preparation, Forecasting and Budgeting, BCP, Lean Ideas, maintaining 100% KPI/SLA for the process.

Digiebooks (Client Engagement Senior Manager - India Operation) (2020 till date) US Accounting

Key Deliverables: Senior Client Account Manager (End to End Operation -Client Management & Team Management)

3+ years Quickbooks experience for international clients complete full cycle monthly close and reporting, complete QBO setup and managing monthly process KPI metrics.

Software Experienced: Quickbooks Online & Desktop, Crunchtime, Appfolio, Hubdoc, Bill.com, ADP Payroll, Paychex, Gusto, Wagepoint, Appfolio, Teamwork CRM, Slack, Microsoft Teams.

Industries Covered: Health & Medicare, Salon, Restaurant, Law Firm, Property Management, Media & Advertisement .

Main Duties & Responsibilities:

- Onboarding Client Activities : Attending weekly calls, preparing onboarding questionnaire, checklist, reviewing last year financial statement and GL coding
- Organize process and train & review bookkeepers for clients
- Rules set up for Recurring transaction, Review of coding monthly transaction
- Perform A/P, A/R, general accounting, oversight of the client's bookkeeping functions
- Maintain general ledger accounts by reconciling A/R, fixed assets, A/P, loans, and payroll detail and control accounts
- Reconcile credit card transactions and accounts, bank statements, and subsidiary accounts
- Prepare and input payroll, handling time-off accruals, all employee pay changes, benefit changes and withholdings
- Assist Client in preparation of 1099 filing & Audit Checklist

Closing Activities

- Periodic Closing of Books of Accounts
- Monthly Schedule for Accrual, Prepaid, Deferred, Capitalise Lease Asset,
- Monthly Bank Reconciliation, Payroll Reconciliation, TB Review
- Monthly Provisioning of Expense
- Preparation of Financial Statement Monthly, Qtrly, Annual Balance Sheet and P&L , Cashflow
- Preparation of AP Aging, AR Aging and Schedules of Accrual, Prepaid and Deferral
- Preparation of Monthly Budget and analysis of variance between budget vs actual

Sourcedesk Global Pvt Ltd - Manager (2018-2020) (Quickbooks US & Canada Clients)

Key Deliverables: Process Account Manager (End to End Operation - Client Management & Team Management)

2+ years of direct experience working in high-tech startup completing full cycle monthly close and reporting

Software Experienced: Quickbooks Online & Desktop, Xero, Tally ERP, Hubdoc, Bill.com, ADP Payroll, Wagepoint, Appfolio, Teamwork CRM, Slack, Microsoft Teams.

Industries Covered: Health & Medicare, Salon, Restaurant, Law Firm, Property Management, Media & Advertisement etc.

Management Role:

- Assist in successful onboarding of clients including checklist, training and smooth transition
- Take a lead role in planning, coordinating, and facilitating engagements and clients' requirements
- Mentor the team to deliver excellent value to their clients and automation of the process
- Quality checks and standardize the output to maximise the efficiency and save hours
- Develop a Quality Checklist for various accounting and bookkeeping assignments for different industries, to be adhered to by team members.
- Lead the quality check team to ensure set standards output are delivered to the clients
- Retain talent to reduce attrition - Retain dedicated talent in your team by introducing various skill upgrade plans and implementing various engagement and team-building practices
- Customised Monthly Financial Report, Year End Process, Budget vs Actual, KPI Metrics,

Capgemini India- Kolkata as Team Lead (Nov '2017-Nov'2018)

FP&A team lead for US Infra project (SAP FI)

Budget & Forecasting Role:

- Prepare operational expense templates for Forecast
- Monthly Forecasting data preparation and upload in HFM tool
- Monthly Forecasting calls with client for finalisation
- Project Management for areas such as Travel, People, Lease, Hardware & Software, Network Analysis
- Monthly project cost allocation template preparation for billing and send for posting with Project team
- Manual invoice template preparation and send for posting with invoice team
- Monthly lease tracker update and amortisation preparation
- Recurring entry set up with GL team for prepaid expense
- Month end recovery JE posting
- Month end P&L analysis and cost categorisation done before JE posting
- Month end Accrual JE preparation and send for posting with GL team
- Capex and Opex Budget data preparation and work closely with Project Manager
- Budget Comparison with previous year, Budget calls finalisation with client and make necessary changes

Genpact India- Kolkata as Assistant Manager, from Dec '2013 till 6th Sep'2017

Key Deliverables: Managing team comprising of 12 members (SAP FI)

- Perform account reconciliation, General Ledger, Bank statements and Source systems / documents. Update reconciliation tool in Blackline, Resolve unreconciled / aged items,
- Prepare / develop supporting documentation on material variances / open item
- Month end Accrual Cost booking for partners in SAP
- Identification of actual invoice and true up/ variance calculation entry in SAP
- Deferred Revenue, Amortisation, Goodwill, Prepaid expense entries in SAP
- Management Package/ Schedule & Reporting Activities – Monthly & Quarterly
- Lead Governance Call with update every fortnightly
- Clients webex meeting set up, interacting with client weekly, handling issues independently
- Implements end-to-end process improvement projects towards increasing efficiency, productivity and reducing timeliness

Vendor Master Data

Managed team of 16 employees including Invoice Processing, Payments & Employee Reimbursement

P2P Deliverables :

- Validate & Approval Creation, Updating and Extension of Vendor Master Data
- Reviewing Block/Unblock, Deleting/Undeleting of Vendor Master Data.
- Review Month end Vendor Reconciliation and Vendor Query Handling Report
- Monitor Open Item Report, Duplicate, Refund Report and clear them in timely manner
- Review GR/IR balance, open GR & PO report, Ageing Report

- Regularly reviewed and reconciled Accounts Payable aging and outstanding and facilitated the coordinated and accurate reporting
- Validate SOP for entire Accounts Payable and update on quarterly basis.
- Supervise Business Continuity Planning (BCP) with team of 15 size smoothly for P2P team.
- Publishing daily, weekly and monthly report to business and internal management.

(MTS) Sistema Shyam Teleservices Ltd– Kolkata Finance Executive from Feb’11 till Nov’13

Accounts Payable (P2P) SAP = Team Size -6

Invoice Verification, GR/IR Aging, Open PO Tracking, Duplicate Invoice, Advance Schedule and adjustment, Fixed Asset Reconciliation, Vendor Reco, Deb it/Credit Note, Vendor Clearing, Vendor Payment Processing, Vendor Master Data Request, Creating SOP, Monthly MIS on payables, Invoice Issue/ query resolution, Audit Handling

Worked as Import Executive in Tata Teleservices Ltd , Kolkata from May’08 till Feb’11

Accounts Payable :Foreign Invoice Processing and Payment Processing), Foreign Advance Monitoring and clearing in SAP, Creating and updating the invoice in SAP, Open PO, GR/IR, Advance, Monthly capitalisation, Bank Reconciliation & GL Reconciliation, Audit Schedule and Month end Activities

Worked as Executive in S. B Associates, Kolkata from Dec’2002 till May’2008

End to End Accounts, Payroll, Employee Reimbursement, Monthly Reporting

Academic Credentials

- MBA Finance from SMU (Sikkim Manipal University)
- ICWA Inter
- B.Com (Hons) from St Xaviers College - University of Calcutta in 1995
- Higher Secondary (12th) Accounts from South Suburban School Main (WBCHSE Board) in 1992
- Madhyamik (10th) from South Point School (WBSE Board) in 1990

Technical Proficiency

- *QuickBooks Online & QuickBooks Desktop*
- *Xero*
- *SAP (ECC 6) FI Module*
- *MS Office Suite*
- *Hubdoc, Bill.com*
- *Blackline Tool for uploading Reconciliation*

STRENGTH:

- **Good Team Management** with excelling team bonding in any situation
- **Methodical , Problem solving**, Customised orientation abilities, Accounting skills
- **Ability to handle critical situations & deliver seamlessly** without any misses

Achievements: -

- **Silver Award** – Best performance and smooth process functioning without any escalation and NPS in Genpact (Net Promoter Score) as **promoter** in 2015
- **Bronze Award – Zero Attrition** and able to retain valuable resource in 2016
- Team has been awarded as **best team** for the Year 2016 – Highest **Process Improvement Ideas**
- Active participation in **Robotics Automation (P2P) MDM** with quality team