

ANJU RADHAKRISHNAN-ACCOUNTING ANALYST

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2 years of diversified experience in Record to Report Process in Finance and Accounts domain with knowledge in GL and Intercompany process with good analytical skills to solve the problems arising in the process and with good communication and inter-personal skills to deal with the customers.

Seeking a position to utilize my skills and abilities for the benefit of a Company that offers Professional growth while being resourceful, innovative and Flexible.

EXPERIENCE

MAY2022 – AUG2022

FINANCE AND ADMINISTRATION BUSINESS ANALYST, IBM LTD-CHENNAI, INDIA

PROJECT - PEPSICO, CANADA – OFFSHORE

Roles and responsibilities

- Preparing account reconciliations for cash settlement
- Perform daily variance report and inform the relevant data to onshore
- Prepare daily reconciliation for the assigned location and prepare scheduled report

JAN2020 – MAY2022

FINANCE AND ACCOUNTING OFFICER, WIPRO LTD-CHENNAI,INDIA

PROJECT – LENDLEASE, MALAYSIA – OFFSHORE

Roles and responsibilities

- Preparing Account Reconciliations including Bank and Balance sheet reconciliations and reconciling them in timely manner.
- Perform Month End activities in accordance with the financial close schedules and the established guidelines.
- Perform monthly Accounting transactions including Accurate recording and General ledger management, Month End accruals and necessary Journal entries for Costs and other Financial Activities.
- Prepare and upload monthly journal entries such as bank charges, accruals and variance.
- Performing account analysis to ensure that journal entries and balances are correct.
- Responsible for general ledger month-end close tasks for multiple legal entities and enter and update journal entries.

- Performing half year-end and year-end intercompany account reconciliations, the main contact is intercompany confirmations and clear the mismatches by process required entries
- Perform accounting analysis for cash accruals, account payables, account receivables, reconciliations and foreign exchange.
- Collaborating with internal departments to gather, analyze, and interpret relevant financial information.
- Performed Year end activities and half yearly end activities like Intercompany transaction, ICOY confirmation, financial statements.
- Record Journal entries in Oracle for the assigned entities with the establishes service level agreement.
- Prepare management Accounting and update TM1.
- Reconciling all accounts payable and receivable balances at the end of each month.
- Analyzing the Bank and Balance sheet Reconciliations and clear the open items on timely manner.
- Perform month -end account closing activities and reconciliations.
- Uploading the prepared reconciliations in Black line on the basis of Key reconciliations and Non key Reconciliations.
- Performing Year end Activities as per requested by my supervisor and client.
- File and maintain all journal entries for internal and audit purposes.
- Supported the team with needed acquisition integration/ due diligence.

EDUCATION

- CMA USA (Pursuing)
- **MCOM Finance** – (2017-2019) – Calicut University
Scored:- 55%
- **BCOM Co-operation** – (2014- 2017) – Calicut University
CGPA:- 3.20

CERTIFICATIONS

- IMA Data Analytics and Visualization Fundamentals Certificate.
- Certificate of U.S GAAP Vs IFRS Non-Financial Assets.

ACHIEVEMENTS

- Received Various Appreciation from clients for Resolving the activities and their queries in an efficient and Timely manner.

SKILLS

TECHNICAL SKILLS

- Proficient in Microsoft Office (Excel, Word, Power point)
- Working knowledge with Oracle R12.
- Good Knowledge over Tally.
- Working knowledge with Group Reporting tool (TM1) & Blackline tool.
- Working knowledge with Oracle12 and Congos

PERSONAL SKILLS

- Quick Learner
- Strong Analytical and Problem solving Skills
- Flexible
- Hardworking towards the achieving the Goal.

LANGUAGES KNOWN

- English-Full Proficiency
- Hindi- Intermediate
- Malayalam-Native
- Tamil-Intermediate

I hereby declare that the above said information is true to the best of my knowledge.

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