

Suraj Sashidharan

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Desirous of working in an organization which provides adequate opportunity for career development and to learn to utilize my knowledge and contribute to the success of organization by my sincere efforts.

Profile Summary: A competent professional with 15 years of experience in Finance & Accounts, Payroll, Tax, and Procurement. 10 years' experience in finalization of Books of Accounts. Proficient in handling tax matters and preparing & filing annual returns. Develop source to target mappings and ensure and track model deployments. Digest Financial Statements Actuals to prepare relevant analyses & reports at financial closing times. Ensure all financial data are collected, processed & analyzed in a timely manner and work on improvement of process and tools.

Education

- MBA (Finance) from Oriental Institute of Management, University of Mumbai
- Bachelor of Commerce from University of Mumbai.

Experience

Century Linen and Uniform LLC- Somerville, MA, USA. | Accounts Payable Supervisor | Nov 2022 to Jun 2024

- Oversee daily invoice processing activities, ensuring accuracy and adherence to SLAs.
- Conduct ad hoc vendor reconciliation to ensure accuracy of accounts payable records.
- Prioritize invoice processing based on criticality and ensure timely resolutions of exceptions.
- Oversee the internal and external audit requirements.
- Monitor and fix if any variances between AP Sub ledger and GL Balances.
- Handle escalated issues or disputes related to vendor payments or invoices.
- Translate financial metrics into actionable insights that improve decision making and business growth in a business segment with a moderate opportunity to impact.

Weiwo Telecom Services Pvt Ltd – Bangalore | Finance Manager | Aug 2016 to May 2022

- Completed year end closings process with CFO and external auditors. Closely monitored accounts to ensure timely payments and resolve billing discrepancies. Partnered with finance team to complete month end functions, including accruals and account reconciliations.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Prepare Fixed Assets report and reconciling with the GL on a monthly basis.
- Handled issues or concerns with vendors pertaining to payment disbursement and invoices. Oversee and manage all income and expense related accounting, MIS and analysis.
- Analyze, monitor, manage vendor/stakeholder management and payments to vendors, vendor agreements and performance. Handle statutory, tax and internal audits as per the audit schedule. Manage all audit queries and making course corrections where required. Assist group companies with their audits as well.
- Manage regulatory and other compliances (GST, TDS, PT and PF) & ensuring that statutes and laws adhered to without exception. Compare budget on a monthly basis with actual expenses, analyse the reasons for the variance. Handled high volume invoice processing with minimal supervision.

ANI Technologies Private Limited (Ola cabs) – Bangalore | Accounts Executive | Sept 2014 to Feb 2016

- Review and audit employee expense reports for accuracy and compliance with company policies and process and reimburse approved expense report.
- Supervise and mentor Accounts Payable coordinators and analyst, providing guidance and support to ensure high team performance.
- Manage and review intercompany AP activity and ensure that all the inter-company accounts are reconciled.
- Processing vendor invoices, working closely with cross-functional teams for securing appropriate approvals, payment processing and monitoring of accounts payable queries.
- Working on vendor invoices as per the monthly budget standard set up by the company.
- Assist in month end activities and eventually take ownership of assigned tasks within the AP month-end closure process.
- Assist in preparation and analyze financial statements in accordance with GAAP and ensure accuracy, completeness and compliance with relevant regulations.
- Providing support for external audits, providing documentation and explanations as required.
- Reviewing and updating PAN India rental premises deposits and ensuring it is matched with our financials.

In2M Technologies Pvt Ltd – Mumbai | Senior Accountant | August 2007 to April 2013

- Responsible for various aspects of day-to-day accounting operations related to analyzing accounting transactions, preparing, recording month end journal entries for all aspects of month end closures.
- Managed, maintained fixed asset listings, depreciation calculations and reconciliation of fixed asset ledger to the GL.
- Handled payroll processing for more than 100 employees.
- Assist with daily, monthly, quarterly, and annual close process and timely completion of deliverables according to the close calendar, including preparation of journal entries in accordance with GAAP, preparation and presentation of account reconciliations, account analysis.
- Balance accounts by verifying and reconciling transactions. Assist ongoing account reconciliation, ensuring that GL accounts are reconciled. Work with partners to generate various accruals for cross-functional departments and overall corporate accounting activities. Ensure SOX compliance by monitoring accounting policies, process, procedures and internal controls.
- Prepare schedules and documentation for audit and various ad hoc projects. Ensure execution of SLAs, customer satisfaction and metrics for supported processes.
- Preparing purchase order as per the request from the business team. Ensure that all the purchases are made as per the budget provided for each department. Compares prices amongst various vendors for making decisions of purchases. Review the receipts to ensure that the invoices and the PO's are matched with the actual quantity of goods received. Maintaining and updating the vendor master file as per the requirements of the business.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.

August Consulting India Private Limited – Mumbai | Accounts Assistant / Audit Assistant | December 2005 to July 2007

- Manage daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements. Processed invoices from vendors, maintained the inventory system and contacted suppliers regarding bill errors.
- Prepared and mailed invoices to customers, processed payments, and documented account updates. Calculated and determined accurate monthly revenue by reconciling and reviewing operations databases and accounting system records.

M/s Arun Sahu & Associates (CA Firm) – Mumbai | Junior Accountant | July 1998 to November 2005

- Reconciled month end totals to deliver timely and accurate financial reporting information. Analyzed employee expense reports and submitted for signatures. Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software. Tracked invoices and deposit slips to generate monthly fiscal statements. Assist in month end closures.

Declaration: I hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Suraj Sashidharan