

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 encompassing preparation of accounts payable and receivables, balance sheet, bank reconciliation statements, ledgers, etc. Proficient in handling tax matters and preparing & filing annual returns. Develop source to target mappings and ensure and track model deployments. Reviewed all invoices for appropriate documentation prior to payment and processed invoices. 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. Help Finance Controller to drive and work on various projects. Strong conceptual understanding in Financial Accounting and Analysis.

Education

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

Experience

Century Linen and Uniform LLC | Accounts Payable Supervisor | Since Nov 2022

- Streamline Accounts Payable process, policies, and procedures to reduce error, omissions and paperless to full cycle automation. Oversee monthly close process to deliver timely and accurate reporting of accounting financial information. Managed month-end closing tasks for all Accounts Payable related accounts. Manage credit card transactions, employee expense reports.
- Analyse and provide Accounts Payable assistance to department managers and operations. Responds to internal and external process electronic transfer and payments, prepare and performs check runs and reconciles accounts payable transactions.
- Reports detailing expenditure and income activity are tracked, and produced. Research, identify variances (Increase / decrease in P / L and Balance Sheet items) and provide applicable solutions Collaborate with the members of the FP & A team to ensure that the financial figures are consistent with GAAP. Manage viewpoints to build consensus and create positive outcomes
- Monitor the flow of cash in and out, and take the necessary steps to ensure that it is used as efficiently as possible to accomplish the objectives. Provide timely information on business performance against targets according to the reporting timetable and as otherwise directed.
- Advise on necessary master data issues and potential improvements that can contribute to the accuracy of our management reporting and decision making. Provide summary management accounts and detailed transactional reporting to the Business Leads budget holders and stakeholders of the management. Analyse, monitor and respond to auditors' queries accurately
- Provide analysis and insight based on business delivery that explain variances, provide clear assessment of the impact this will have on our target achievement. Translate financial metrics into actionable insights that improve decision making and business growth in a business segment with a moderate opportunity to impact. Track and update the status of c-forms to Managers.

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. Oversee and manage all income and expense related accounting, MIS and analysis. Coordinate with tax consultants for various taxation matters relating to GST, TDS, Income tax notices.
- Analyse, 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. Review and monitor all tax-related matters as per agreed TAT
- Manage closing of accounts as per schedule. Manage regulatory and other compliances & ensuring that statutes and laws adhered to without exception. Compare budget on a monthly basis with actual expenses, analyse the reasons for the variance. Report working capital and funds status on a periodic basis. 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. Oversee day to day operations, set objectives and design a framework for those to be met.
- Manage closure of books of accounts on monthly basis including bank reconciliations, advance settlements, budget review, monitoring, finance budgets, cash flow and expenditure, day to day accounting MIS. Carry out regular internal and statutory audits. Accurately prepare accruals, journal entries, balance sheet and P&L reconciliations as part of the monthly process.
- 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. Analyse the suspense items on daily basis and do follow up with Ops team to clean up them to appropriate account. Provide Journal Entries for Balance Sheet Base Level Adjustments, Top side Adjustments.
- 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.
- Oversee any outsourced accounting functions. Maintain an organized and orderly filing system of accounting documents. Collaborate with external auditors as needed. Coordinate with colleagues to prepare the company's annual report. Preparing operational ad-hoc reports. Timely closure of books of accounts as per the closing calendar.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements. Compliance on internal and external financial reporting timelines. Timely provision of financial data and information to Management and other internal and external stakeholders. Compliance with accounting policies and manual. Reviewing work of assistants.

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