**KIRTI KUMAR**

**Contact: +91 9999636308,** ; **Email:** kirti.gautam@gmail.com; **Date of Birth:** 25th September 1978

**ACCOUNTS & FINANCE PROFESSIONAL**

* Sincere and diligent professional offering **over 7 years** of comprehensive experience, currently spearheading as **Global AP Processor** with **Bechtel India Pvt’ Ltd.**
* Equipped with the knack of functional management along with the practical experience in the analysis, development and implementation of Strategic Business Plans and Policies to ensure organizational growth, targeting maximum profitability & cost effectively. Mobilize & manage financial resources to meet company’s long & short-term financial needs while handling all Labour & Commercial functions. **Experience in handling overseas preparation of various MIS reports & to management in decision making process.**
* Expertise in formulating and implementing the Finance & Accounting Policies/ Procedures and Statutory enactments with the ability to relate theory with practice.
* Consummate professional with excellent planning, execution, monitoring and resource balancing skills, attention to detail as well as the ability to build and lead effective teams.

**Core Competencies**

Accounts 🙞 Audit Facilitation🙞 Financial Projections 🙞 Commercial /Inventory Management 🙞 Vendor Management 🙞 Resource Optimization 🙞 MIS

**PROFESSIONAL EXPERIENCE**

**BECHTEL INDIA PVT. LTD. Dec’10-Till Date**

**Global Financial AP Processor Feb 2009 – Apr 2010**

* Monitored and supervised the Invoice Processing for America Region. Processed invoice for US Operation.
* Instrumental part played in migrating Invoice Processing Process while resolving all the queries.
* Conducted trainings on Processor Errors to improve their accuracy and efficiency.
* Worked towards Process Analysis, Process Improvements & Process Documentation. Managed vendor payments on an electronic platform.
* Ensured timely booking of invoices /expenses as per the TAT while maintaining accuracy of the invoices processed by the Team. Handled & resolved vendor queries related to PO approval, receipt quantity & other issues related to invoice processing & follow ups for the same.
* Interfaced (including Accounts Payables) which include posting entries in Oracle for Americas. Worked on escalations. Handled help-desk activities of the process. Rectified tax in Core Applications. Reconciled invoice vs. purchase order.
* Managed Records according to policy of Company and Govt. Prepared monthly MIS for Invoices processing.
* Reported to the Management on monthly performance of the process.
* Involved in Internal & Stat Audit.

**M/S FLEX MIDDLE EAST FZE (DUBAI) From Apr’10 –Dec’10**

**Accounts Officer**

* Prepare the financial statements of the branch while compiling the financial statements of various business units. Manage assets of the company including accruals, prepaid accounts while reconciling the AR & AP.
* Monitor Fund flow statements to review the inflow & outflow of funds & ensure optimum utilization of available funds to accomplish organizational goals. Handle LC Processing (Import), Daily Outstanding Report (Debtors).
* Manage Accounting of expenses, adjustments, sundry creditors/debtors reconciliation, Contractors’ bill processing & verification, Petty Cash Replenishment, Retention Money & Accounting, etc.
* Handle all type of daily routine work like cash, and Payment to Suppliers, Collection from Customers & maintain LC. Work on Voucher Entry - Accounts Payable & Receivable, GL (With ERP)
* Liaise with the various agencies while analyzing and reviewing their billings, purchase orders, vendor reconciliation, invoices, vouchers, Manual voucher booking expenses, agreements and other legal documents, ensuring timely payments.
* Liaise with the banks & financial institutions for raising fund and non-fund based facilities at favorable terms to meet working capital requirements. Deal with Banks regarding LC Open, Payment Collection of LC & Document.
* Provide decision support to senior management in the creation of business reviews and adhoc analysis, leading revenue forecasting, metrics, and reporting responsibilities.
* Liaise with External & Statutory Auditors while conducting audits for evaluating internal control systems/ procedures with a view to highlight the shortcomings and implementing necessary recommendations. Oversee implementation of internal controls, developing MIS including monitoring of purchase and sales department.
* Manage the team while delegating work, updating them with latest trends & techniques in the process as well as training, developing, and managing performance of the commercial personnel for the improvements in work.
* Report to the Management on the performance of unit on regular basis along with the details on Antidumping, Sales report, Exp. Report, etc.

**GE INDIA INDUSTRIAL PVT. LTD. Aug 2006 - Feb 2009**

**Accounts Executive**

* Responsible for preparing files for accounting, financial analysis, Accounting of expenses, adjustments, creditors/debtors reconciliation, bill processing & verification, documents for Parts Supply, like HSS, Packing List, letter to customs, freight forwarder etc.
* Prepared Fund flow statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds to accomplish organizational goals. Managed the Tooling transportation within India.
* Prepared MIS reports including the preparation of daily bank balance and reconciliation statements of the bank along with the management of fixed assets register. Reconciled invoice of all vendors & filed up the checklist for Services Vendor Payables.
* Managed the inventory of all Mobile Plant & Equipment while coordinating with the Insurance Surveyor for insurance & managing Warehouse activities, Internal Coordination with Sales & Commercial Team.
* Performed audit activities in all the departments of the company on regular basis while examining the expenses and profits of the company. Oversaw Import, re-export of equipment’s for GEII Aid in various audits & MIS Reporting.

**NOKIA INDIA PVT. LTD. ON BEHALF JCSS CONSULTING PVT. LTD.**  **Nov 2005 - Aug 2006**

**Sr. Finance Coordinator**

**M/S GE SBI CARDS & PAYMENT SERVICES PVT. LTD. Mar 2005 - Nov 2005**

**Accounts Executive, on behalf of Vikash Kochhar Associates**

**NORTH DELHI POWER LIMITED (NDPL) ON BEHALF OF M/S. INMACS MANAGEMENT PVT. LTD. May 2004 - Mar 2005**

**Accounts Executive, Billing Assessment Group (BAG)**

**EDUCATIONAL CREDENTIALS**

**MBA, Finance and Marketing 2011**

Sikkim Manipal University

**Office Management Course 1999**

Young Scholar Book Bank

**B. Com. 2001**

Sri Aurbindo College, Delhi University

**M.Com 2013**

Shobhit University, Meerut

**Technical Skills**

Office Automation, Internet Applications, Oracle11i Platform, Tally 6.3

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**References:** Available on Request