

Rajat Rajput

OBJECTIVE:

Experienced in a US Finance and Accounting (Record to Report) in the Financial Industry, dedicated in providing the accurate Financial transactions as per the accounting standards on the daily and monthly basis also Identifying and providing the work as per the business protocol.

Contact Number:

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ADDRESS:

Current Address:
Premium Nest PG,
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246149



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EXPERIENCE

GENPACT India Pvt. Ltd.

01/12/2023 – Currently Working

Designation: Domain Trainee.

Record to Report:

- Prepare and post journals at the end and as per the requirement of Business after the analysis of prepaid and accrual accounts.
- Monthly and quarterly reconciliation.
 - I. Bank reconciliations
 - II. Charity reconciliations
 - III. Pension (country) reconciliations
 - IV. Escheat reconciliations
 - V. OTC Reconciliation.
 - VI. Non-Bank Reconciliations.
 - VII. Canada reconciliation.
 - VIII. Monthly FX entry.
 - IX. Monthly Suspense transaction clearance.
- SOP preparation after process downloads from Client.
- Monthly/Quarterly client handling related to the status of the team work.
- Team daily work tracker review.
- JE and Reconciliation review.
- Provide KT to new joiners and help them to prepare SOP of the downloads given.

GENPACT India Pvt. Ltd.

23/10/2021 – 30/11/2023

Designation: Process Developer

Record to Report:

- Prepare and post journals at the end and as per the requirement of Business after the analysis of prepaid and accrual accounts.
- Monthly and quarterly reconciliation.
 - I. Bank reconciliations
 - II. Foundation reconciliations
 - III. Pension (country) reconciliations
 - IV. Escheat reconciliations

- V. OTC Reconciliation.
- VI. Sponsorship Reconciliations.
- VII. Canada reconciliation.

(End to End reconciliation Process)

- Preparing the share Issue and repurchase brokerage commission entries and reconciliation.
- Prepare the suspense file every month end and post the entries to clear suspense balances as per the requirement.
- Prepare the Deck file for the whole team that to be represent in front of the client.
- Experience in handling the Global client call on the monthly basis.

Application experience:

- Trintech (Reconciliation)
- WorkDay
- Wallstreet Bank Statement
- Cognos
- IBM Notes
- Eastern regional service center.

EXL Services, Noida

13/08/2019 – 21/10/2021

Designation: Executive

Experience in General Ledger Accounting, Record to Report in Oracle Financial •

General Accounting: Cash Control, Finance Control, Tax, Proof and Reconciliation.

- Prepare the Journal entries as the requirement of the client.
- Monthly preparation the reconciliation.
- Bank wire transfers
- Electronic funds transfer.
- Reconciliation of Tax accounts on the Quarterly basis.
- Month end Suspense Clearance.
- Electronic funds transfer directly to the customer bank accounts.
- Prepare the quarterly Deck report that to be represent in front of the client.

Application Experience:

- Oracle Financial
- Blackline (Reconciliation)
- EXTRA (Eastern regional service center)
- Mobius (Document Direct)
- IBM Notes
- IBM Cognos
- MS Excel
- MS Outlook
- MS Word

Achievements:

- Selected for the RNR award from the US client.
- Worked with 100% accuracy from last one year without any error.

- Handling Client Calls
- Process Training.
- Process KT Directly from US client.
- Clarify
- FSI Track

EDUCATION

Name of Examination	University/Board/School	Percentage	Year of Passing	Type
MBA(Finance)	G.L. Bajaj Institute of technology & Management, Greater Noida (Uttar Pradesh Technical university)	8.3 CGPA (8.3x10=83%)	2019	Full Time
B.Com	Dr. P.D.B.H Government PG Collage Kotdwara (H.N.B.G. University)	65.70%	2017	Full Time
12th Commerce	Maharishi Vidya Mandir Public School, Kotdwara (C.B.S.E)	74.20%	2014	Full Time
10th (High School)	Maharishi Vidya Mandir Public School, Kotdwara (C.B.S.E)	76.00%	2012	Full Time

LEADERSHIP

- Manage process in pilot stage and help team managers to move process from pilot to BAU without any lag and as per the client training schedule.
- High client focus and ability to convert work as per the client expectations.
- Daily team reporting.