**MERINA GUPTA**

**Contact:** 9874113910/8910833498

**Email:** merinagupta@gmail.com

**Synopsis**

A dynamic professional with +8 Years of experience in Accounts & Finance; currently associated with Tata Consultancy Services Kolkata as Senior Process Associate. Excellent interpersonal, communication and organisational skills with proven abilities in achieving organisational/team goals and objectives along with self career advancement.

**Key Functional Areas**

**Finance & Accounts:** Engaged in Accounts Payable & Reporting, Making presentations and delivering client need based solutions.

**Additional Areas:** EngagedinExcel and power point trainings for new joiners in organisation as well existing team members. Provide trainings on accounts payable, make ageing report, audit, Quality Control data. Also helping others in some quality improvements in work (ERP, reporting).

**Professional Summary**

* Working as a Senior Analyst for Tata Consultancy Services from Jan 2016 to present.
* Worked as a Business Analyst for Genpact from Oct 2011 to Dec 2015.

**Technical Proficiency**

### *Worked with ERPs*

* SAP
* Remedy
* Captiva
* Citrix
* Autoline
* Oracle

**Detail Organisational Scan**

***Currently working with Tata Consultancy Services (since Jan’2016)***

***Project: III – Period Jul’19 – till date (Domain – F&A- Accounts Payable)***

* Travelled to Cambridge and Milton Keynes to bring the business from client and centralized in Kolkata.
* Process ramp-up & BAU stabilized
* Reporting to multiple stakeholders in terms of operations, MIS, Risk assessment and internal audit requirements.
* Handling vendor creation, vendor reconciliation, payments, Query, audit, T & E expense, monthly SLA and accuracy report.
* Conducting team huddle on a daily basis to ensure team members(7) aware of all the process update.

***Project: II-Period Oct’16-Jun’19(Domain – F&A- Account Payable)***

Travelled to Off-Shore Location (Delhi, India) for transition of Accounts Payable , October 2016 and shared the knowledge gained from Offsite to team members.

* Travel to Delhi in the month of October 2016 for Knowledge Transfer and successfully completed with in the time.
* Finalizing and maintaining standard KPI for Accounts Payable.
* Support Accounts Payable Process (Invoice Processing, Payment, Vendor Data, Query).
* Conducting team huddle on a daily basis to ensure team members(5) aware of all the process update.
* Ensure the team meets the SLA requirement specified in terms of TAT quality.
* Analyse the assigned projects and distribute tasks to the team members as per their area of expertise.
* Creation of SOP for entire Accounts Payable .
* Analysed various business issues , provided different suggestions /solutions for some gaps found in the gap analysis.

***Project: I – Period Jan’16 to Sep’16 (Domain – F&A- Accounts Payable)***

* Taking care of exception invoice processing
* Worked on Payments and handling queries from customer.
* My Role as Accounts Receivable Executive was follow-up with designated set of customers primarily through calls and through e-mails (if not reachable) on the invoices that are already due and to remind customers about Invoices that would be due in Future.
* Forecasting the monthly Aging Trial Balance to pre-determine the amount to be collected for the month
* Make regular customer touches to achieve Monthly/Quarterly Cash and Aging targets
* Does ‘Smart Escalations’ within customer’s chain of management, Collections management and Sales/ASM hierarchy in case of non-responsive or DNC customers on repeated follow-ups and calls made towards outstanding invoices.
* Responds to all queries both from Internal and external customers in timely manner per the agreed turnaround time.
* Reviewing daily Cheque Receipts/Bank Statements and advising Payment Application Team on payment application.
* Advising credit team on releasing or restricting orders beyond credit limit.

### *Genpact (Kolkata) as Process Associate with MERCK PtP (Error Resolution Team), since October’11 – till Dec 15,*

**Key Responsibilities:**

* Process Invoices
* Request for Vendor Add
* Taking Case of Skip Invoices
* Perform quality review and assessment of all data source information
* Check for duplicate Invoice and make sure they are removed proficiently
* Ensure timely evaluation and action requests to meet business requirements with Supply control
* VAT verification for invoice processing for different regions of US and Canada.
* Accountable for data quality, completeness, uniqueness and ownership of SAP Master Data
* Assist in clarification of information required for request submission
* Provide feedback to request originator after request has been completed or rejected
* Increased visibility / audit ability across the Master Data processes.

**Team Responsibilities:**

* Ensuring the other team members (07) met all their deliverables.
* Reporting out the daily metrics/performance metrics to the business behalf of the team.
* Responsible for weekly SLA report review with business.
* Responsible spoc for HR and I&L related issues.

**Achievements:**

* Maintained more than 99.8% accuracy throughout pilot.
* Successfully achieved the CMP and TG4 sign off just after the Pilot completion.
* With the help of visual basic analyzed, designed, developed and maintained the excel based automated documents for business requirement.
* Received Bronze Awards 7 times for excellence work in team and HR activities.

**Extra-Curricular / Training Programmes**

* **Trained on :**
  + Effective Time management
  + Enhancing Team fitness
  + Effective Communication Skills
  + Lean & Quality

**Academic Credentials**

|  |  |
| --- | --- |
| **ACADAMIC QUALIFICATION** | **Year Of Passing** |
| 10TH (W.B.B.S.E) | 2002 |
| 12TH (W.B.C.H.S.E) | 2004 |
| B.Com (CU) | 2007 |
| MBA (Fin & HR) | 2011 |

**Personal Attributes**

* Self-driven personality coupled with negotiation and problem-solving attitude
* Positive attitude towards peers, superiors & subordinates
* Strong communication and presentation skills
* Quick learner and an efficient performer
* Flexible in adapting to new & challenging environment – AGILE

**DECLARATION:**

I hereby declare that all the statements furnished in above are true and correct to the best of my knowledge and belief.

**Date: Signature**

**Place: Kolkata (Merina Gupta)**