

SAURABH RAI

Former Management Trainee

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EXPERIENCE

Management Trainee

Genpact

12/2024 - 05/2025 Noida, India

- Was responsible for ensuring 100% Indexing of the Invoices and Credit Memos in OCR Tool .
- Was also responsible for resolving any exceptions occurring in Ariba within SLA of 48 Hours.

Assistant Manager, Finance

GVK Janani Shishu Suraksha /102 Mother Child Services

11/2017 - 09/2024 Lucknow, India

- Financial Transaction Management** – Ensured timely booking of all financial transaction within correct Account Code of GL in ERP and posting it for same in GL and supervised same for other team members by signing the vouchers
- Financial Statement Preparations**-Assisted in Monthly preparation of income statement and balance sheet and also performed reconciliation for the same for line items with mismatch from Trial Balance in ERP.
- Statutory Compliance Management –a)TDS Management** - Monthly calculations of TDS and TCS liability payable and ensured its timely payment before due date to avoid penalty. Also assisted in quarterly filling for the same before due date by preparing its working.
b) GST Filing – Monthly preparation for GSTR1 and GSTR 3 B working and filing it for same before their respective due dates
- Payment Management** – Coordination with Finance Head, Head Office, team members, bank for timely and smooth payment for vendors and also ensuring adequate fund in bank for priority payments related to statutory compliance, salaries and ensuring all the cheques and NEFT payments gets processed smoothly on time.
- Vendor Management** – Regular checking of Vendor Invoices in GSTR2A and 2B and informing them for the Invoices missed by them on monthly basis, also coordinating with them for performing ledger reconciliation with their statement and obtaining balance confirmation certificate. In addition to that also updating them for any notices received while filling their TDS return from Income tax, so that proper percentage of TDS can be charged and filled in correction.
- Ageing Analysis** - Preparation of Vendor Ageing from the ERP and making payment plan as per fund allotted by Finance HOD .
- Fund Utilization Preparation** - Making of Fund utilization report and payment variance report for the same .
- ERP Database Maintenance** – Timely checking and modifying Vendor, employee data in ERP as per requirement and ensured avoiding duplicity of same in the ERP specially PAN, GSTN and email address. Also coordinated with IT team for fixing any technical glitch arising in the ERP.
- Schedule Preparations** - Preparation of accounting schedules as per Finance Head Instruction for internal and external audit and timely submission for the same.
- Reconciliation Management** – Performing bank reconciliation on daily basis from bank statement and following up with team members for journal entries correction for current and statutory accounts.

SUMMARY

An experienced accounting professional with m 8 years of work experience in Bookkeeping , Financial Accounting with hands on exposure and experince in Oracle R12 , SAP SD.

LANGUAGES

English

Proficient



Hindi

Native



SKILLS

Accounting

Financial Operations Management

Financial Statement Preparations

TCS/TDS Management GST

Journal Entries Reconciliation

Team Handling Oracle R12

SAP SD Vendor Management

Accounting Schedules

Financial Reporting

EXPERIENCE

Junior Order Specialist

E.I. Dupont Service Center India Private Limited

📅 06/2015 - 03/2017 📍 Hyderabad, India

- Enhanced cash process efficiency by reducing order processing time across the Sales Business Unit
- Responded to 50 customer service requests, improving satisfaction
- Coordinated resolutions for 20 cross-functional issues, reducing average resolution time
- Prepared excise and commercial invoices in SAP, ensuring compliance with legal standards
- Followed up on open orders, ensuring timely dispatches and improving delivery times
- Collected and followed up on 50 C Forms, enhancing compliance
- Followed up with Advance/Overdue payment with customers to have smooth order processing
- Processed Debit and Credit Notes and Sales Returns in SAP, ensuring accurate accounting records
- Executed comparisons of discounts offered with Floor Prices, after coordinating with global Sales Team
- Delivered SOX compliance for fiscal reporting of monthly sales orders and quarterly audits
- Facilitated revenue recognition for SBU monthly, ensuring 100% accuracy in financial reporting

EDUCATION

MBA Finance

ICFAI Business School

📅 06/2013 - 07/2015 📍 Hyderabad

GPA

5.83 / 10

BBA (IT)

Symbiosis International University

📅 06/2009 - 12/2012 📍 India

- Pune, India

GPA

2.67 / 4

Intermediate, Commerce

City Montessori School

📅 04/2008 - 05/2009 📍 Lucknow, India

- City Montessori School
- Lucknow, India

GPA

87.5 / 100

Science

High School

📅 04/2006 - 06/2007 📍 Lucknow, India

- Lucknow Public School
- Lucknow, India

GPA

78.4 / 100