

## ARJUN RAJAGOPALAN

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### Summary

Over all 11.10 Years of Experience in Finance & Accounts

### Overall Experience

Organization	Designation	Experience
Orient Exchange	Accountant	Oct 2021 to Till Present
Mantle Solutions	Team Lead	Feb 2021–Sep 2021
Conduent Business Services India LLP	Senior Associate	Feb 2018 –Nov 2020
Arya Vaidya Pharmacy Coimbatore Limited (AVP)	Accountant	October 2017- February 2018
A Suresh Babu (Chartered Accountant)	Accountant	May 2011- October 2017

### Orient Exchange Co LLC (Oct 2021 till present)

#### Responsibility

- ◆ Reconciliations of Banks on a daily basis as well as monthly.
- ◆ Preparation of Commission payments of National Bond on a monthly basis.
- ◆ Preparation Trangolo Commission Reports for all the branches on a monthly basis.
- ◆ Reconciliation of Credit Card Transactions, National Bond, CBUAE, WPS Transaction and WPS Funding
- ◆ Updating Journal Entries of CBUAE & Inter Currency.
- ◆ Reconciliations of Transfast, Western Union & Ria Money.
- ◆ Handle full spectrum of financial and Cost accounting role.
- ◆ Perform full set of accounts and ensure timely closing of accounts.
- ◆ Perform project cost forecasts/budgets, cost tracking, monitoring, and controls.

- ◆ Review & approve payment vouchers & Journal Entries
- ◆ Perform Cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
- ◆ Issue project cost reports for review and approval.
- ◆ Develop and maintain internal control and effective accounting system and policies for the setup.
- ◆ Support Head of Accounts in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy.
- ◆ Establish and maintain systems for cost-sensitivity and yearly warning of cost overruns.
- ◆ Works with respective departments on cost reduction initiatives.

## **Mantle Solutions (Feb 2021 to Sep 2021)**

### **Responsibility**

- ◆ Handled a team of 22 members
- ◆ Monitoring the invoice processing
- ◆ Auditing the each and every invoices processed by my team
- ◆ Daily report will send direct to the Director
- ◆ Interacting with the clients
- ◆ Good experience in handling invoices in SAP
- ◆ Well experience in Excel (vlook up, pivot table, macros)
- ◆ Follow-ups to finish the pending documents for payment.
- ◆ Effective communication skill both written and verbal

## **Conduent Business Services India LLP, Kochi (Cardinal Health)(Feb 2018 – Nov 2020)**

### **Responsibility**

- ◆ Effectively handles Accounts Payables.
- ◆ Excellent Knowledge in MS Office (Excel, Word)
- ◆ Excellent Knowledge in SAP.
- ◆ Perform related work as required.
- ◆ Experience in Invoice Processing.
- ◆ Knowledge in Exception Handling
- ◆ Knowledge in Exception Share point
- ◆ Knowledge in GMB handling
- ◆ Handling team roles
- ◆ Daily Reporting to Team Lead.
- ◆ Excellent Knowledge in BPCS software
- ◆ Good experience in handling invoices in SAP as well as in BPCS.
- ◆ Effective communication skill both written and verbal
- ◆ Processing all kind of invoices like PO invoice, Non PO invoice, Credit Note, Debit Note.
- ◆ Analyzing and resolving the blocked invoice.
- ◆ Interacting with the client/internal people query and will resolve it.
- ◆ Preparing Report on daily basis like daily report
- ◆ Follow-ups to finish the pending documents for payment.

- ◆ Problem solving skills
- ◆ Must be well organized and a self-starter

## **Finance/Accounts Executive in Arya Vaidya Pharmacy Coimbatore Limited (AVP) from October 2017 to February 2018.**

### **Responsibility**

- ◆ Administered online banking functions.
- ◆ Prepared and filed GST Returns (GSTR1, GST 3B).
- ◆ Worked with GST updated tally.
- ◆ Performed general office duties and administrative tasks.
- ◆ Performed related work as required.

## **Worked as an Accountant in Suresh Babu Chartered Accountant Private Ltd, an Audit firm in Palakkad, Kerala from May 2011 – October 2017.**

### **Responsibility**

- ◆ Worked in year-end closing and audits.
- ◆ Preparation of profit and loss account
- ◆ Preparation of Balance sheet
- ◆ Bank Reconciliations.
- ◆ Administered online banking functions.
- ◆ Sales Tax - Monthly VAT & CST Filing.
- ◆ Performed GST Registration and Migration procedures.
- ◆ Worked with GST updated tally.
- ◆ Performed general office duties and administrative tasks.
- ◆ Perform related work as required.

### **Skills and Abilities**

- ◆ Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- ◆ Strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- ◆ Excellent written and verbal communication skills.
- ◆ Highly trustworthy, discreet and ethical.
- ◆ Team player and can collaborate with other teams in the organization.
- ◆ High level of interpersonal skills with demonstrated poise, tact and diplomacy.
- ◆ Knowledge and ability to use applicable information technology and systems to meet work needs.

### **Key Skills criteria(Skills & Exxperience**

- ◆ SAP, TALLY ERP. 9, Microsoft Word, Excel
- ◆ Microsoft, Access, PowerPoint, Outlook Express
- ◆ Microsoft Windows XP and Microsoft Office XP Professional
- ◆ Knowledge of Standard accounting practices.
- ◆ Knowledge of Standard Exchange House policies procedures and criteria.
- ◆ Detail Oriented, high level of ownership and accuracy.
- ◆ Excellent customer service and interpersonal skills.
- ◆ Sound Judgment.

### Special Requirements

Ability to make critical financial decisions by collecting, tracking and correcting the company's finances, financial audits, reconciling bank statements, ensuring financial records are accurate throughout the year.

### Education

Name of the programme	Period of study	Institution	University/College
MBA (Financial Management)	2013 – 2015	Bharathiyar University College	Bharathiyar University Coimbatore
B.com (Computer Applications)	2007 – 2010	Sree Narayana Guru College Coimbatore	Bharathiyar University Coimbatore
HSC	2005 – 2007	Vijayamatha Higher Secondary School	State Board
SSLC	2005 PASSED	Bharathamatha Higher Secondary School	State Board

*References – Available on request*

### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge

Place: Dubai

Arjun Rajagopalan