ASHISH RANJAN **Noida | Email:** ashish05mranjan@gmail.com | Phone: 9155036049

As an experienced Accounts Payable Specialist, I am skilled in managing high-volume invoice processing and ensuring accurate and timely payments while complying with financial and regulatory requirements. With expertise in vendor relationship management and resolving payment discrepancies, I have a reputation for providing exceptional customer service to both internal and external stakeholders. My proficiency in utilizing accounting software and ERP systems to streamline processes and prioritize tasks enables me to effectively manage multiple responsibilities. A reliable and detail-oriented team player with excellent communication and problem-solving skills, I am committed to contributing to the success of the organization through my strengths in accounts payable, vendor management, customer service, and financial analysis.

Education

PGDM — **Jaipuria Institute of Management, Noida**
2022-2024 — Percentage: 57.92%

Graduation — **K.C.T.C College, Raxaul**
2019 — Percentage: 65.04%

Higher Secondary Education — **R.R. Shah College, Raxaul**
2016 — Percentage: 65%

Secondary Education — **G.D.S Academy, Raxaul**
2014 — CGPA: 8.6

Experience

Inventive Software Solutions Pvt. Ltd. (June'24 - Present)
Finance Executive

- Oversaw daily accounts payable and employee reimbursement operations, ensuring precision and compliance with financial policies. Streamlined invoice processing, implemented controls, and led initiatives for efficiency improvements.
- Processed due invoices for payments within a set timeframe
- Compare PO, prices, terms of payment and other charges. (2way or 3way Match)
- Facilitated processing and reconciliation of inter-company transactions, fostering transparent financial communication across departments.
- Implemented effective document filing systems, ensuring easy retrieval and adherence to audit standards.
- Verified and investigated discrepancies.
- Assisted in preparation and documentation for internal audits.
- Working on RNV review, AWR review, Accruals, and Ageing Reports.
- Vendor Reconciliation, GL Reconciliation, Journal Entries.
- Intercompany Invoice processing, Payment and Intercompany Reconciliation.

M/S Pradeep Sagar Agrawal & Co. (Jan'19-Jan'22)
Audit Associate

- Performed audit procedures under IAS, IAAS, GAAP & IFRS.
- Performed substantive audit procedures like Cash, Investments, AR, and Fixed Assets, searched for unrecorded liabilities in accordance with the audit plan formulated & documented the work performed/conclusion reached.
- Performed Completeness, Consistency, and Accuracy checks for financial statements of the company and reconciliation of financial statements with Trial Balance.
- Checked and verified that accounting books and records were in conformity with industry practices and corporate policies.
- Worked under minimum supervision and delivered under stringent deadlines.
- Accuracy in finding errors on loans audited with adherence to guidelines.
- Determining and analyzing the authenticity of data and escalating issues to the respective team in the loan's mortgage life cycle.
- Review and audit of closed loan & current loan accounts of Bank Concurrent Audit (Bank of Baroda.)
- Executed timely statutory tax payments, submitted TDS returns, and managed GST returns, ensuring compliance with regulatory requirements

Internships

Bajaj Allianz Life Insurance (March23' - April23')
Finance Trainee

- Led a team of 14 members, monitored their work and maintained a report of the activities
- Prepared presentations of the policies, Calculated and determined premium rates for customers, YouTube post.
- Conducted market research and analyzed the difference in policies of competitors

Certifications and Achievements

- Certification Program on **Advance Excel by GVT Academy**
- Certified **Financial Analyst** by **Skill Buzz**
- **CCC Certification from NIELET(Govt. of India)**
- Certification Program on Investment Banking by **The Wall Street School**

Skills

- MS Office (Word, Excel, PPT etc.), Tally, Power BI, Canva (Video Editing, Poster Making), SPSS(Basics)
- Team Management, Adaptability, Problem Solving, Leadership, Time Management, Sales, Negotiation