Manish Prasad

General Finance Analyst

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Haryana, INDIA

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6 Years 4 Months of experience

👤 PROFILE SUMMARY

Finance professional with 6+ years of experience in Accounts Receivable, Accounts Payable, Billing, General Ledger operations and Billing Audits. Proven expertise in invoice processing, reconciliations, journal entries and vendor management. Skilled trainer with hands-on experience in workflow transition, SOP creation, automation initiatives, and ERP systems including SAP, Workday and Tally.

💼 WORK EXPERIENCE

General Finance Analyst

TELUS Digital

12-2021 - Present

- Process client and vendor invoices ensuring accurate revenue and cost recognition.
- Prepare aging reports and track payment inflows to support cash flow monitoring.
- Perform bank, vendor, and client reconciliations, resolving discrepancies efficiently.
- Maintain vendor master data and support client account setup improving operational efficiency.
- Post journal entries and maintain monthly GL entries for financial reporting and audits.
- Prepare billing audit reports ensuring compliance and regulatory adherence.
- Act as a process trainer, developing SOPs, conducting onboarding training, and mentoring new hires.

🖊 KEY SKILLS

Advanced Excel | SAP | Workday

Process Trainer | Accounts Payable

Accounts Receivable | Billing specialist

🔲 PROJECTS

Automation in billing process
304 Days

Implemented automation that reduced processing time and increased operational efficiency.

Transition of Canada clients billing to India.
275 Days

Led successful transition of Health & Welfare and Defined Contribution billing processes to India.

🄰 LANGUAGES

English

Hindi

⭐ CORE COMPETENCIES

Accounts Receivable (AR) • Accounts Payable (AP) • Billings • Vendor

- Led automation initiatives reducing billing processing time significantly.

Management • Reconciliation (Bank, Vendor, Client) • Journal Entries • Audit Support • SAP • Workday • Advanced Excel • GL Accounting • Cash Flow Tracking • Process Training • SOP Documentation • Financial Reporting

Accounts Executive

Genpact India Pvt. Ltd.
07-2019 - 12-2021

- Processed invoices ensuring documentation accuracy and regulatory compliance.
- Conducted monthly vendor reconciliations supporting timely reporting.
- Updated vendor master data in SAP ensuring integrity and accuracy.
- Managed cost accruals and expense amortization entries in SAP.
- Prepared monthly bank reconciliation statements.
- Handled vendor advances and credit note postings improving operations.
- Resolved vendor queries daily ensuring seamless workflow.

🎓 EDUCATION

B.Com - Commerce
2019
Maharishi Dayanand University (MDU), Rohtak