

## **ANUBHAV SHARMA**

### **Assistant Manager**

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## **PROFESSIONAL SUMMARY**

Dynamic finance professional with 14+ years of experience, including 5 years in Record to Report (RTR), 4.5 years in Financial Planning & Analysis (FP&A), and 5 years in End-to-End Collections and sales.

Proven track record in managing end-to-end RTR processes, financial reporting, balance sheet reconciliations, fixed assets, budgeting, forecasting, variance analysis, and driving collections performance through calling and dunning activities.

Skilled in Oracle, SAP, HFM, Blackline, Cognos, Workday, and Advanced Excel with consistent recognition for achieving 99%+ reconciliation accuracy and process improvements.

## **KEY SKILLS**

### **RTR Expertise**

- Month-End Close & Financial Reporting
- Accruals, Provisions & Journal Entries
- Balance Sheet Reconciliations
- Bank Reconciliations & Cash Controls
- Fixed Assets Accounting & Depreciation
- Capex Tracking & Fixed Asset Register Maintenance
- General Ledger (GL) Review & Analysis
- Audit Support & Internal Controls
- SOP Documentation & Process Standardization
- KPI Reports & Hit & Miss Reports

### **FP&A Expertise**

- Budgeting & Forecasting
- Variance & Scenario Analysis
- Cost Control & Revenue Tracking
- Dashboards & Management Packs
- Collections Expertise
- End-to-End Collections & Receivables Management
- Dunning Process & Calling Campaigns
- Overdue Account Resolution & Recovery
- Customer Account Reconciliation
- Aging Analysis & Bad Debt Provisioning
- Additional Strengths
- Team Supervision & Workload Management
- Global Process Transitions

- Stakeholder Management

### **Tools & Software**

Advanced Excel | Oracle | SAP | HFM | Cognos | Workday | Blackline

### **PROFESSIONAL EXPERIENCE**

Senior RTR Analyst / Acting Lead

Genpact, India ( 5 years) — Record to Report (RTR)

- Owned the complete month-end close calendar, ensuring timely and accurate execution of financial close activities and reporting with minimal to zero delays.
- Prepared and posted complex accruals, provisions, reclassifications, and adjusting journal entries.
- Performed high-quality Balance Sheet reconciliations with detailed variance analysis and commentary, consistently achieving 99%+ reconciliation accuracy.
- Managed Bank reconciliations and strengthened cash controls and internal financial processes.
- Led end-to-end Fixed Assets accounting — including capitalization, intercompany transfers, retirements, disposals, depreciation runs, and reconciliations.
- Maintained accurate Fixed Asset Register and efficiently tracked Capex movements and approvals.
- Developed and updated SOPs, strengthened controls, and drove continuous process improvements in RTR operations.
- Prepared KPI Reports and Hit & Miss Reports to track performance and support decision-making.
- Supervised team members, allocated workloads, reviewed deliverables, and ensured high-quality output.

### **Financial Planning & Analysis (FP&A) (4.5 years)**

- Contributed to Annual Budgeting, Rolling Forecasts, and Quarterly Forecasts.
- Performed Actual vs Budget vs Forecast variance analysis with insightful commentary.
- Developed dashboards, KPI reports, Hit & Miss reports, and management packs using Advanced Excel.
- Supported cost control, revenue tracking, and scenario analysis.
- Collections Analyst

### **Genpact, India (5 years) — End-to-End Collections and sales**

- Managed complete end-to-end collections process including dunning, calling campaigns, follow-ups, and dispute resolution for multinational clients.
- Conducted regular aging analysis and prioritized high-risk overdue accounts for recovery.
- Performed customer account reconciliations and resolved discrepancies to facilitate timely collections.
- Coordinated with customers, internal teams, and stakeholders for resolution of billing disputes and short payments.

- Monitored collection effectiveness through daily/weekly reports and contributed to reduction in Days Sales Outstanding (DSO).
- Supported bad debt provisioning and write-off recommendations based on collection trends.
- Strengthened collection controls and processes, resulting in improved cash flow and reduced aged receivables.

### **Key Achievements**

- Successfully led 3 Global RTR Remote Transitions for major clients — Coca-Cola, 3M, and Carefusion.
- Improved overall reconciliation accuracy and process efficiency to 99%+, significantly reducing errors and exceptions.
- Played a key role in cost optimization and control enhancement initiatives through detailed financial analysis.
- Awarded Star of the Month, Silver, and Bronze Awards multiple times for outstanding performance.

### **EDUCATION**

- Master of Commerce (M.Com) — CCS University, Meerut
- Bachelor of Commerce (B.Com) — CCS University, Meerut
- PERSONAL DETAILS
- Father's Name: Anil Sharma
- Mother's Name: Anjana Sharma
- Permanent Address: 131/7, Jagriti Vihar, Meerut, Uttar Pradesh

### **DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and belief.

Anubhav Sharma

Date: \_\_\_\_\_