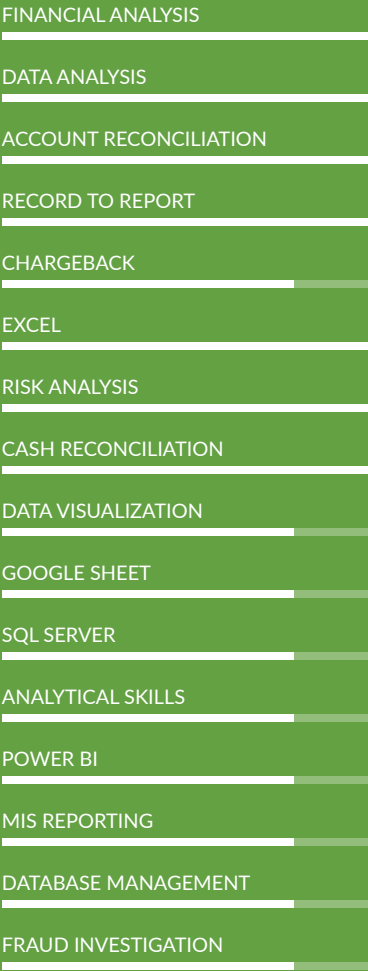


ABOUT ME

As a dedicated Reconciliation Analyst with 2+ years of experience, I specialize in ensuring the accuracy and integrity of financial records. My expertise spans SQL reconciliation, Excel, Google Sheets, and MIS reporting, allowing me to identify discrepancies, rectify errors, and provide comprehensive financial reports. I am proficient in analyzing large datasets, automating reconciliation processes financial data.

SKILLS



LANGUAGES



SANJEEV KUMAR

RECONCILIATION ANALYST

C-527 NEW ASHOK NAGAR DELHI, DELHI, 110096, India

8595556079

sanjeev1031998@gmail.com

WORK EXPERIENCE

NALSAN ENTERPRISES PVT LTD (BANKNYOU) DELHI
Jul 2024 - Present

RECONCILIATION ANALYST

- Successfully maintained accurate reconciliation processes and procedures for complex financial accounts.
- Conducted thorough reconciliation of transactions across various payment gateways.
- Managed the end-to-end Record to Report process, including general ledger accounting, financial close, and reporting.
- Developed and maintained reconciliation processes to ensure compliance with all regulatory requirements.
- Automated reconciliation processes using SQL and Excel, reducing manual effort and increasing accuracy.
- Performed comprehensive Record to Report (R2R) functions, including preparing period close entries, closing sub-ledgers, and finalizing General Ledger (GL) balances.
- Performed daily, weekly and monthly reconciliations and reported discrepancies to management.
- Developed and maintained reconciliation reports and dashboards in Power BI, providing clear insights into financial performance.
- Leveraged Excel and Google Sheets for MIS reporting, creating automated and dynamic reports to streamline data management.
- Prepared and presented management reporting, including financial statements, balance sheets, and profit & loss (P&L) reports.
- Conducted thorough analysis and reconciliation of chargeback transactions to identify patterns, prevent future occurrences, and ensure accurate financial reporting.

PAYTM PVT LTD NOIDA
May 2023 - Jul 2024

RECONCILIATION ANALYST

- Reconciliation Analyst with 2+ years of experience in financial analysis, data reconciliation, and account management.
- Highly skilled Analyst with extensive experience in fraud investigation, chargeback processing, and financial reconciliation.
- Proven expertise in Record to Report (R2R) processes, General Ledger (GL) management, and financial reporting.
- Handling responsibilities as a fraud analyst, reconciling accounts and pg gate way data, handling chargebacks, managing MIS reporting and creating dashboards in Excel and Power BI.
- Fraud investigation involves examining and analyzing evidence to uncover and prevent fraudulent activities.
- Coordinated with law enforcement and legal teams for fraud investigations and case resolutions.

HOBBIES

CRICKET, TRAVILLING,
FOOTBALL

PERSONAL DETAILS

Date of birth
10 Sep 1998

Nationality
INDIAN

Marital status
SINGLE

DRIVING LICENSE

Driving license category
Light Motor Vehicle

CORE DOC 2 INFO
SERVICES PRIVATE
LIMITED
NOIDA
Sep 2021 - Mar 2023

- Reconciliation involves comparing a company's financial records and payment gate way and with its bank statements to ensure consistency and identify discrepancies.
- Key points include identifying errors or omissions in both records and adjusting them to match.
- Proficient in SQL, including complex queries and joins (INNERJOIN, LEFT JOIN, RIGHT JOIN, FULL JOIN).
- Familiar with Google Sheets add-ons and integrations to enhance productivity and automate tasks.

RECONCILIATION EXECUTIVE

- Meticulously reconciled complex financial data for various securities, including fixed assets, equity, bank loans.
- Ensured internal records matched external statements, preserving data integrity.
- Managed the end-to-end Record to Report process, including general ledger accounting, financial close, and reporting.
- Facilitated month-end and year-end closing processes, including the preparation and review of journal entries, accruals, and reconciliations.
- Working with expertise in SQL solutions, advanced Excel and Google Sheets functions and comprehensive MIS reporting and customer support.
- Create reports on pivot table on long-term and short-term financial data and business performance, including developing graphs to support forecasting activities.
- Performed daily, weekly and monthly reconciliations and reported discrepancies to management.
- Experienced Reconciliation with a strong background in financial operations, reporting, and analysis.
- Skilled in identifying discrepancies and resolving discrepancies through research and analysis.

EDUCATION

KALINGA
UNIVERSITY
Raipur
2022

B.Tech in Computer Science

NIIT INSTITUTE
NOIDA

Excel and sql certification

SKILL NATION
CERTIFICATION
DELHI

Business Intelligence in Power BI