

CAREER OBJECTIVE

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.

TECHNICAL SKILLS

• Financial Analysis	Data Analysis	Account Reconciliation	Record To Report
• Chargeback	Fraud Detection	SQL Server	Power BI
• Excel	Data Visualization	Analytical Skills	MIS Reporting
• Risk Analysis	Google sheet	Database Management	Fraud Investigation

PROFESSIONAL EXPERIENCE

RECONCILIATION ANALYST

NALSAN ENTERPRISES PVT LTD (BANKNYOU) July 2024 to till now.

- 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.

RECONCILIATION ANALYST

Paytm Pvt Ltd May 2023 to June 2024

- 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.
- I am 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.
- 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.

OPERATION EXECUTIVE

CORE DOC 2 INFO SERVICES PRIVATE LIMITED Sep 2021 to Jan 2023

- Past experience in banking technical Support team.
- Excellent capability of managing the operations of the banking project.
- 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.
- I am 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

B.Tech in Computer Science passed in 2022.

TECHNICAL EDUCATION

Niit institute

Excel and sql certification.
Skill nation certification in business intelligence in power bi.

LANGUAGES

- HINDI
- ENGLISH

Declaration

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