



SARATH MOHAN

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Passport - U5199570

Results-driven professional with 5 years of experience in team leadership, operations, client relationship management, and business improvements. Successfully scaled business operations, increased revenue, enhanced efficiency and productivity, and achieved cost reductions. Known for exceptional problem-solving abilities, adaptability, and effective communication skills, with a proven track record of meeting tight deadlines. Seeking an Office Administration role in the UAE to leverage expertise in optimizing processes and driving organizational success

PROFESSIONAL EXPERIENCE

RR Donnelley GO – FMS Division
Financial Analyst

2024 – Present

- Spearheaded process automation, reducing invoicing and filing errors by 40% and cutting turnaround time by 30%.
- Streamlined tax operations for two locations, achieving a 15% improvement in accuracy and compliance.
- Implemented various automation tools for invoicing and data management.
- Developed performance dashboards that enhanced decision-making for 20+ stakeholders across multiple geographies.
- Improved budget forecasting accuracy by 20% through meticulous analysis of budget vs. actuals.
- Successfully trained 15+ team members, enhancing productivity by 25%.
- Received consistent positive feedback from clients, leading to a 20% increase in repeat business.
- Recognized for outstanding client service through multiple rewards and positive feedback, highlighting my commitment to excellence and customer satisfaction.
- Successfully scaled business operations by growing the team from 4 to 10 members and increasing revenue by 20%.

RR Donnelley GO – FMS Division
Senior Financial Associate

2022 – 2024

- Managed a team of 12, improving tax filing & invoicing efficiency by 18% through process optimization.
- Designed and implemented a smart query management system, reducing query response time by 20% and improving accuracy by 25%.
- Delivered a 10% reduction in operational costs by optimizing resource allocation and implementing lean management practices.
- Conducted monthly reporting and dashboard creation for 15+ projects, ensuring 100% on-time delivery.
- Facilitated client satisfaction improvements by 22% through enhanced communication and service delivery.

RR Donnelley GO – FMS Division
Financial Associate

2019 – 2022

- Ensured 100% on-time delivery of projects by implementing efficient workflow processes.
- Conducted over 30 targeted training sessions, improving team quality scores.
- Collaborated with cross-functional teams to maintain a 98% project accuracy rate.
- Conducts regular meetings to assess performance and gather client feedback.
- Implements and delivers targeted training programs to enhance quality based on both internal and external feedback.

EDUCATION

Indira Gandhi National Open University
Post Graduate Diploma in Financial Management - 2023

Mahatma Gandhi University of Kottayam
M.Sc. Electronics - 2017

Mahatma Gandhi University of Kottayam
B.Sc. Electronics - 2015

PROFESSIONAL SKILLS

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| • Operations Management | • Financial Operations (Tax, Budgeting, Forecasting) |
| • Workflow Automation & Process Improvement | • Quality Assurance & Lean Management |
| • Project Management & Service Delivery | • Team Leadership & Training |
| • Client Engagement & Stakeholder Management | |
| • Data Analysis & Reporting (Microsoft 365, Google Workspace) | |

CERTIFICATIONS

- Business Analytics with Excel
- Anti Money Laundering – RiskPro
- Google Workspace & Analytics
- Lean Management – Simplilearn