



# SARVESH UPADHAYA

## PROFILE

Experienced reconciliation specialist with eight years in financial reconciliation. Proficient in analysing records, resolving discrepancies, and ensuring accuracy. Skilled in streamlining workflows and maintaining compliance. Seeking to contribute expertise to a dynamic team.

## CONTACT

PHONE NUMBER:  
+971522042551

EMAIL:  
intersarvesh@gmail.com

## ACTIVITIES AND INTERESTS

Travel  
Great food

## LANGUAGES

English  
Hindi

## WORK EXPERIENCE

### Reconciliation Assistant

**Transguard group LLC** 2024–Present

As an Experienced Reconciliation Specialist, I possess a wealth of proficiency in generating comprehensive reports for cash, cheque, and card reconciliations, consistently following stringent bank protocols. My demonstrated aptitude lies in analyzing data and coordinating internally to swiftly resolve discrepancies within predefined Key Performance Indicators (KPIs). I am proactive in identifying and rectifying discrepancies, ensuring precision and adherence to regulatory standards. With a keen eye for detail, I excel in compiling meticulous documentation that is audit-ready, while also providing timely support for implementing corrective actions in alignment with management directives and auditor recommendations.

### Reconciliation Assistant

**Brink's India Pvt. Limited**

08/2012-12/2016 | Delhi, India

As an Experienced CIT/ATM Operations Specialist, I bring a wealth of expertise in overseeing CIT operations with a steadfast commitment to adhering to approved Standard Operating Procedures (SOPs). My track record showcases a proven ability to support team leaders in executing operations seamlessly, ensuring all tasks are carried out efficiently and in accordance with established protocols. With meticulous attention to detail, I prioritize compliance with procedures for handling valuable receipts, securing necessary signatures, and maintaining accurate records for audit purposes. Moreover, I excel in fostering effective collaboration with customer-facing teams, facilitating the accurate application of payments and enhancing overall service delivery.

## KEY SKILLS AND CHARACTERISTICS

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- **Reconciliation Specialist:** Proficient in performing financial reconciliations to verify transaction accuracy and ensure alignment between business records and bank statements.
- **Accuracy Assurance:** Skilled in meticulously comparing and matching recorded balances to detect any discrepancies in financial data.
- **Bank Reconciliation:** Experienced in reconciling bank statements with internal financial records to identify any inconsistencies and rectify errors. **Attention to Detail:** Demonstrates a keen eye for detail when comparing and validating large sets of financial data to maintain precision.
- **Analytical Thinking:** Utilizes analytical skills to interpret discrepancies and investigate root causes to resolve discrepancies effectively.
- **Adherence to Procedures:** Ensures strict adherence to accounting procedures and protocols while conducting reconciliation processes.
- **Collaborative Approach:** Works collaboratively with cross-functional teams to reconcile accounts accurately and efficiently.
- **Problem-solving:** Proficient in identifying and resolving discrepancies promptly, ensuring financial records are accurate and compliant with regulatory standards.

## EDUCATION

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### Bachelor of Arts

**05/2013-06/2016**

Dr. Ram Manohar Lohia Avadh University, Ayodhya

**Faizabad, Uttar Pradesh, India**

### Intermediate

CBSE-Central Board of Secondary Education

**03/2012-04/2013 | Delhi, India**