

# Rishabh Puri

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## Career Objective:

To obtain a challenging position in a professional technology-driven organization of repute that would best utilize my expertise as an **SAP FI** Functional Consultant. I look forward to using my skills to help my organization achieve its objectives and bring in continuous growth and complement my professional growth.

Organization	Tenure	Designation
Genpact	July 2023 to Current Date	Process Developer
Priyank Kumar & Co., Moradabad (Chartered Accountants)	March 2020 to July 2023	Senior Associate
	August 2018 to February 2020	Associate

## Professional Synopsis:

- Trained SAP ECC 6.0 | FI Consultant.
- Graduate with more than 6 years of experience in accounting domains.
- 1 year of experience in Accounts Payables as SAP end user and 2 Years as Finance & Accounts Executive.

## Key responsibilities:

- Account Payable: Configuring and Customizing vendor A/C group Vendor Master data Automatic payment Program House.
- Account Receivables: Configuring and Customizing Customer A/c group customer master data, Configuring dunning areas and dunning procedure.
- Perform payment runs based on request from customers.
- Vendor Master Data (VMD), creating and changing the vendor information.
- Journal preparation and posting accrual journals, adjustments, and re-class entries Preparation of intercompany entries.
- Proficient in using popular accounting software Ability to reconcile accounts and ensure accuracy in financial data.
- Configuration Chart of Accounts, Account group and General Ledger accounts for each Company Code, Retaining Earnings Accounts
- Stop cheques, travel refunds, EFT payments, remediation payments, invoicing processing.
- Invoice Processing includes PO, NPO, Manual Postings and Quality Checks (QC).
- Inter Company Invoices, Fleet Invoices.
- Day to Day Accounting Entries of all the transaction sales, purchase, receipts, payment, and journal vouchers on the ERP systems.
- Month end closing of books.
- Direct Tax (Tax advisory, GST returns and compliances).
- Compliances related to Company Act, 2013.

Academic qualification			
Year	Examination / Certification	Institute/University	Performance
2014-2017	Bachelor of Commerce (B. Com)	M.J.P. Rohilkhand University	58.88 %
2014	12th Grade	Council for the Indian School Certificate Examinations (CISCE)	63.75 %
2012	10th Grade	Indian Certificate of Secondary Education (ICSE)	63.20 %

#### PERSONAL INFORMATION

**Name:** Rishabh Puri  
**Date of Birth:** 25-May-1996  
**Nationality:** Indian  
**Marital Status:** Unmarried  
**Languages Known:** English and Hindi  
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