Somdatta Roy

**Ph # 905-699-1648; Email Id:** **roy.somdutt@gmail.com**

I had been a homemaker for past few years, talking care of my child and keen on resuming work. I am hardworking, possess good analytical and reasoning skills with strong adaptability, teamwork, and time management capabilities. Always tried to be an asset to the organization.

**Work Experience**

**Genpact- Gurgaon (March 2007 – September 2009) (2.5 years)**

***Accounts Payable & General Accounting***

* Supporting manager in smooth functioning of process, ensuring SLA are met/exceeded.
* Publish dashboards to reflect process performance to stakeholders.
* Working as SME (Subject Matter expert) and performing as a team lead for the process which includes
	+ **Invoice Processing**
	+ Making entries of invoices in system
	+ Reviewing the entries
	+ Tax calculation on invoices to be entered
	+ Preparing tax entries
	+ **Vendor Setups**
	+ Validating the supplier record
	+ Maintaining and creating the supplier record
	+ **Reconciliations**
	+ Reconciliation of General Ledger accounts
	+ Reconciliation of Intercompany transactions
	+ Reconciling the payments as per the Bank statement and payments updated in Cash Book
	+ **Month-end activities** (Accruals, Posting the data to GL, Adjustment entries)
	+ **Generating Payments** (including Checks/ACH/Wires)
	+ **Quality reviews** (for Invoice Processing, Vendor Setups & Payments)
* Transitioned Wire payment process
* Responsible for Month end closing of the AP process.
* Maintaining RCA trackers for various discrepancies and sharing with the client as well.
* Preparing & Reviewing SOP’s
* Function as an effective communication channel between customers, senior management, and team

**Process Associate**

***Accounts Payable Audit & SOX***

* Monthly SOX Testing (Sec.404)
* Filing GAAP as per US GAAP requirement
* Conducting post-payment audit on invoices
* Coordinating with the SOX leader for monthly SOX tests on invoices to identify any gaps in check points
* GL Reconciliation
* Checking of Duplicate payment made by AP
* Setup of different suppliers in oracle 11i system
* Yearly Report clean up

**Awards And Recognitions**

* Recipient of **2 Bronze Awards** and **2 Spot Awards** by SDL
* **Appreciation emails** from process owner for diligent performance

**Best High School- Ahmedabad**

**PA to Principal ( June 2005 to December 2006) (1.5 years)**

* Maintains confidentiality at all times
* Receives incoming calls for the Principal and outgoing call at the Principal’s behest
* Maintains the Principal’s appointment diary
* Arranges meetings as required; takes minutes as required
* Compiles and formats the school newsletter, updates the prospectus and other printed material, staff notices
* Deals with student and disciplinary matters according to laid down procedures
* Assists the Principal with HR matters including teacher registration
* Assists with the recruitment process of staff, advertising, arranging interviews.

**Educational Qualification**

Bachelor’s in commerce from H.L. Institute of Commerce, Ahmedabad 2003

Master’s in Commerce from H.L. College of Commerce, Ahmedabad 2005

**Computer proficiency**

Well versed with MS-Office, Oracle 11i

**Personal Information**

Date of Birth : 4th April 1981

Sex : Female

Marital Status : Married

Languages Known : English, Bengali, Hindi, Gujarati

Hobbies : Reading, Travelling, Cooking, hiking

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