

SRIJITH P S

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EXPERIENCE

Viteos Capital Market, Dubai, UAE— *Senior Process Associate.*

Nov 2019 - PRESENT

- Accounting and Reporting process including Recording receipts, bookkeeping, passing journal entries in the ERP for the corporate clients of Asia and Europe as per IFRS and LUXGAAP.
- Handling the end to end accounting operations of AP & AR.
- Handling securitization of Security private vehicles in the streams of capital market.
- Working on different financial reports like TB, GL, Balance sheet & P&L to prepare Management Accounting reports and Audit support to the clients.
- Managing and Training the members in the operations and ensuring their professional development.

McKinsey & Company, India— *Senior. Process Associate.*

Sep 2013 - Oct 2019

- Exposure in PPA, Employee, Vendor payments & WIP Accounting function International Entities.
- Payments upload function in SAP & Oracle along with bank soft tokens.
- Preparing outstanding statements for clients and coordinating on the outstanding payments.
- Work together with local offices in maintaining the consultants WIP along with the staffing team in revenue monitoring and ensure to book it in the respective entities of global clients.
- Looking after Month end Closing activities, Reporting including Ledger Scrutiny & Reconciliations and Cost Centre analysis reports.
- Ensure Prepayment & Post-payment audit analysis for all the internal stakeholder payouts.
- Presentation of monthly quality calls as a part of MIS activity with the top level management about the overall process and helping the management on KPI.

SKILLS

Applications-MS-Office, Alteryx.

ERP – Oracle, SAP, View point & Sun system.

Work tools - Rydoo, Infor, Concur, Crystal, Coupa, Ariba, e-people & Laserfiche.

AWARDS

Process Star - 2011 Clearing Employee payouts on TAT and Quality

Limelight - 2015 Successful transition of AUS WIP process from Manila, Philippines

Bingo - 2018 Recovery of \$0.4 Million duplication & error payments from the Controls & Compliance team of F&A.

LANGUAGES

English/French/ Hindi/
Malayalam/ Tamil

PERSONAL INFORMATION

DOB – 7TH Oct 1988

Passport # - U1699959

Marital Status – Married

- Sharing Office pack to global accounting managers as a part of MIS

Tata Communications Ltd., India— Associate Accounts Executive

May 2010 - Sep 2013

- Accounts Payable process of Employees & Vendors of India Entities.
- Payments of cheques/RTGS/NEFT for the vendor and employees through HSBC, Bank of America & CITI Bank routed through SAP for Indian and International Process.
- Working knowledge in Statutory compliance on the issual of C - Form and collection of F - Form to the vendors and various entities in the firm.
- Daily reporting activities with invoice status report, Aging reports.
- Preparing payroll deduction entries on regular intervals.
- Preparing Daily Cash Requirement Report for all the International Payments and obtaining approval for treasury.

EDUCATION

University of Madras, Chennai, India

MBA (FINANCE) - 2013 - 60%

Alpha Arts and Science College, Chennai, India

B.SC (ISM) - 2009 - 72%

NIIT, Chennai, India

HNIIT (Computer Applications) - 2009 - 75%

PROJECTS

- A&R Process Transition — Hong Kong to India - 2019.
- Migration from internal workflow system to Rydoo - 2017.
- Implementation of workflow tool – “Employee & Vendor AP portal - Crystal”- 2013.