

Seeking assignments in Budgeting, Financial Analysis, MIS and Audits that will utilise my skills, ability and education in finance in a growth oriented organisation

Executive Summary

- A professional with qualitative experience of 18 **years** of experience in Accounts & Finance.
- Currently working with **Matrix Cellular (Intl.) Services Ltd**, as **Manager- Accounts**.
- Expertise in handling Accounts & Finance activities encompassing preparation of Accounts, Reconciliation Statements leading to finalization of Accounts.
- Adept in handling payments, ensuring accuracy and correct accounting; obtaining further information to clarify and resolving variances/ discrepancies.
- Excellent negotiation, interpersonal and communication skills with proven ability to communicate complex issues clearly and concisely.

Professional Experience

Matrix Cellular (Intl.) Services Ltd., Delhi	Manager- Accounts	since Sep'02
A. K. Mehta & Associates, CA, Delhi	Audit Assistant	Jul'00-Aug'02

Areas of Exposure:

- Conducting statutory audit, internal audit, tax audit etc. and co-ordination with Auditors.
- Support to Chief Financial Officer to help Company achieve its Business Plan
- Maintain day-to-day control of the finance team and its activities
- Monitor billings, unbilled revenues, variations from agreed contract rates, and overdue debts and dues
- Monitor cost booking and payments
- Liaise with Company's Internal and Statutory auditors, Company Secretary and Legal Advisors
- Manage and supervise finance team
- Collating, preparing and interpreting accurate, regular and insightful MIS and monthly Business Commentaries on Company performance
- Track and analyze Actual Performance and understand reasons for key variations
- Undertaking strategic analysis and assisting with strategic planning
- Presenting & reporting accurate & timely historical financial information of the company.
- Identifying areas of efficiency of company & ways in which company can capitalize the information.
- Finalizing & submitting periodical statements for timely completion of audits.
- Support the Chief Financial officer in Cash flow forecasts
- Handling the debtors, creditors and bank accounts.
- Verifying the invoices of all international network and service provider and ensuring timely payments to them through telegraphic transfer.
- Bank Re-conciliation Statement and co-ordination with bank for day to day work such as NEFT, RTGS and foreign inward/outward remittance, etc.
- Revenue and Gross Margin Analysis & MIS Reports.

- Preparing commission statements for various dealers, sub-dealers and agents.
- Controlling and Co-ordinating various branches all over India and their monthly audit.
- Audit of subsidiary companies and Inter Company reconciliation.
- Making payments to the networks and other Vendors through Net Banking of various Banks of subsidiaries companies in UK, Singapore, Thailand and Dubai.

Academic Credentials

2008 PGDBA (Finance) from Symbiosis Centre for Distance Learning, Pune
2000 B.Com. (Pass) from Delhi University, Delhi

IT Skills

- Windows-7, MS Word, MS Excel, MS Power Point.
- Completed Tally Graduates Course in Tally 6.3 from M/s Saraswati Accountants Karol Bagh, New Delhi.
- Working on ERP Package, Tally and In house developed Accounting Package.

Personal Dossier

Date of Birth: 2nd May 1980
Address: Flat No. 375, Pkt- 1, Sec.-14, Dwarka, New Delhi, Pin Code-110078
Linguistic Abilities: English & Hindi
Passport No.: T1539580