

# NISHA GARG

H.N.121, Phase-1  
Sector-11,HUDA  
Panipat, Haryana-132103  
[nishagarg111@gmail.com](mailto:nishagarg111@gmail.com)  
8437003109

---

## PERFORMANCE SUMMARY:

- **5 years of hands on experience** in Analytical role
- Excellent academic record, Achieved 3.53 GPA in Masters
- High attention to detail, Good verbal and written communication skills
- Strong critical thinking skills, problem analysis and resolution, good judgment and decision making ability
- Good understanding of Generally Accepted Accounting Principle (GAAP) and financial analysis
- Strong understanding of MS Word, Excel, Access, PowerPoint, Think Cell, Google Sheets
- Hands on experience with QuickBooks, Herold, Factset, Thomson One Banker, Workamajig
- Excellent organizational skills, ability to multi-task and address priorities

## SKILLS PROFILE:

**Packages:** MS Office (Word, Excel, Power Point Presentation, Think Cell software, Quick Book Software, ERP using SAP, ADP, Workamajig, Aarogya Software  
**Research Database:** Thomson One Banker, Reuters Eikon, Herold, FactSet

## EXPERIENCE:

**Company: Algo-Logic, Santa Clara**  
**Role: Part-Time Accountant**

**(10/2015 – 02/2016)**

### Responsibilities:

- Track time and resources consumed for customer projects
- Track progress of projects
- Track hours worked by employees
- Generate Estimates for new projects
- Generate Invoices for customers
- Ensure that Accounts Receivable (AR) are on-time
- Track inventory
- Generate purchase orders and process receipt of incoming goods
- Maintain accounts in QuickBooks, SmartSheets, and Spreadsheets
- Generate monthly reports and graphs
- Run payroll
- Generate financial forecasts for current and next 5 quarters
- Generate budgets for projects based on requirements and prices
- Perform additional tasks as required by CEO, VP of Business, Sales, and Marketing

**Company: Xtron Software Services Inc.**  
**Client: Liquid Agency, San Jose**  
**Role: AP Associate**

**(04/2014 - 9/2014)**

### Responsibilities:

- Review and process vendor invoices and employees expense reports
- Maintain accurate records and control reports
- Audit invoices to ensure compliance with vendor pricing terms, internal purchasing procedures and according to GAAP
- Process expense reports
- Enters and matches purchase orders, entering invoices into Workamajig System
- Research and reconcile vendor invoicing discrepancies
- Provide payment issue resolution for employees and vendors
- Prepare manual checks and process weekly check runs.
- Maintain Vendor Master File
- W-9 compliance and 1099 reporting for all vendors
- Responsible for AP Aging
- Prepare monthly account reconciliations
- Cash management and cash forecasting
- Reconcile monthly credit card statements
- Assist in month-end close process
- Created templates using advanced excel (Vlookup, Hlookup, Data Validation, Dependent Data Validation, vba macro)
- Effectively work across team to identify and implement A/P process improvements
- Manage multiple project assignments, as needed

**Client: EmpInfo Inc., Santa Clara**

**(11/2012 – 03/2014)**

**Role: Management Analyst**

**Responsibilities:**

- Create Invoices/Purchase orders; analyze A/R and aging trends, manage day to day accounting operations of business including A/P and A/R
- Manage collections and accounts receivable activities.
- Create Journal Ledger, generate reports
- Analyze and reconcile accounts using QuickBooks
- Assist in month-end close process and preparation of monthly financial statements and supporting schedules
- Support company Accounts Payables/Receivables, assist with processing payrolls with ADP, generate manual check, adjust employee reimbursements, manage employee information
- Preparing documents for internal and external audits
- Assist in filing payroll/Corporate quarterly/yearly tax returns
- Prepare and generate 1099 and 1096 IRS forms
- Work independently, requesting supervisory assistance only when necessary
- Develop/manage documents (templates, mail merge, and employee data), store documents on servers; archive; and back-up periodically
- Developed VBA macro
  - Verify employee's data among multiple spreadsheets
  - Spreadsheets contain tens of thousands records
  - Improved performance of macro using new methods
- Perform ad-hoc works as needed

**Evalueserve Pvt. Ltd., Gurgaon, India**  
**Business Analyst**

**(11/2009 – 01/2012)**

**Responsibilities:**

- Extracted and presented financial and operational data of oil and gas companies (Statoil, Shell, BP, BG etc.) from SEC (10K) OR annual and quarterly (10Q) filings in excel templates using Vlookup, Hlookup, pivot tables, pivot charts, conditional formatting, data validation
- Analyzed and interpreted financial data such as P&L, balance sheet, cash flow statement from SEC reports using GAAP
- Analyzed operational data such as reserves, production, reserve replacement ratio, production costs, F&D, capex, credit rating etc.
- Calculated financial ratio i.e. (ROACE, gearing ratio, EPS, EBIT, EBITDA etc. to analyze company's concrete results and studied the reason behind any deviations
- Assisted in valuation of oil and gas companies: using financial modeling (forecasting) of market data -P/E, P/CF, EV/DACF using football field chart
- Assisted in creating *Balance Score Card* – showing where client stands as compared to peer group on different operational and financial parameters in form of graphs
- *Peer Group Monitoring* – A project to analyze competitive, financial, operational and market performance of peer companies (presented to the CFO team)
- *Liquidity Overview* - a project to analyze company's liquidity, their financial robustness among peer group
- Worked with design team in creating a section named “CA- company analysis”, giving insights about E&P (exploration and production) and service and utility companies and introduced the changes as per the client's needs
- Worked on ad-hoc research projects, related to oil and gas industry

**EDUCATION:****MBA in Finance GPA: 3.53/4****(2007 - 2009)**

Apeejay School of Management, New Delhi, India

**Bachelor of Information Management Cumulative degree 75%****(2004 - 2007)**

Kurukshetra University, Kurukshetra, India

**ACHIEVEMENTS:**

- Achieved Distinction in academics throughout fifteen years of education
- Achieved first position in the university at graduation level and have been a “**GOLD MEDALIST**”
- Won third prize in business quiz at Synergy 2008, Annual fest of Apeejay School of Management held on 21<sup>st</sup>-22<sup>nd</sup> Feb'2008