

OBJECTIVE

To become a successful professional and use my skills and competencies in an effective and efficient way to contribute to the growth and development of the organization and self

PROFILE

A Semi-Qualified Chartered Accountant (May, '2016) and Graduate in Commerce, having more than 3 years of experience in the field of Accounting, Finance and Reporting

Working as 'Associate Finance' with **Sapient Consulting Private Limited, Gurgaon.** March 2019 – Present

Worked as 'Senior Process Associate' in **Cloud IT Accounting and Automation Services Pvt. Ltd., Gurgaon.** May 2018 – Feb 2019

Worked as 'Accounts Executive' in **Webentic Services Pvt. Ltd., Noida.** March 2016-May 2018

CURRENT ASSIGNMENT

ROLE: Month end /Quarter end/Year end finalization and closure of books in terms of accounting and financial reporting for Publicis Group.

RECORDING OF ALL TRANSACTIONS IN MACONOMY

- Performing Month End / Year end Activities like processing Journals including their analysis through Maconomy.
 - Closing of all General Ledger/ Financial accounts by the 5th working day of the following month. This is to facilitate the passing of adjustment entries for period close.
 - Month end / Period-end entries, accruals, prepayments, COB Provision, WIP Provision, reconciliations & all other period-end activities.
 - Maintaining FA register (including addition, deletion and Depreciation charges).
 - Reporting P&L and Balance sheet numbers into HFM (Hyperion).
 - Analyzing Intercompany cost & revenue and reporting the same in HFM.
 - Preparing FMC report.
 - Preparing IC binder and OP binder for analyzing intercompany cost and revenue.
 - Provide Agency service, interacting with Financial Manger & Director and attend to Agency queries, both on the telephone as well as via email.
 - Responsible for providing audit data for both Internal and Statutory audit.
 - Other activities like follow up with AR & AP team for timely receipt & payment of Debtors & Creditors for carrying out assigned tasks smoothly.
 - Deep Analysis of Lease Accounting as per IFRS 16, Entering, Modifying and terminating lease contracts into Anaplan, thoroughly checking calculation of Rent reversal, Depreciation and Interest Expenses in Anaplan as per grope guidelines.
-

PREVIOUS ASSIGNMENT

- **Cloud IT Accounting and Automation Services Pvt. Ltd., as Senior Process Associate.**

ROLE: Book Keeping, Accounting, Finalization of Books of Accounts.

- Bookkeeping Journal entries, Month end close and Finalization of books of account.
 - Preparation of Pre-payment/ Approvals/ Intercompany/ Fixed assets journal.
 - Monitor and report on intercompany receivable/ payable.
 - Preparation of intercompany account reconciliation and explain all items and activities contained within each account.
 - Preparation of year and accounts using period trail balance and transaction trial balance.
 - Preparation of balance sheet reconciliation and dissolve open item issues.
 - Management accounting in international GAAP/IFRS
-

➤ **Webentic Services Pvt. Ltd. As Accounts Executive**

ROLE: Accounting, Auditing

- Organize various Journal entries, Trail balance.
- Preparing analyzing Profit and Loss account.
- Reconciliation of AR & AP account.
- Finalization of Balance Sheet and other financial and its analytical analysis.
- Checking of Debtors/ Creditors and Cash handling, Bank reconciliation, Coordination with bank for all bank related work (other accounting work life TR creation process, Vendor creation, Customer creation etc).
- Checking complies with Statuary loss and Implementing accounting standards and policies.
- Work closely with auditor's yearly audit.

OTHER ASSIGNMENTS

➤ **Conducted following audit assignments as leader/team member during my internship period-**

Role: Handled Bank Audit Department of the firm and Worked:-

- As a team leader in ensuring compliance of RBI norms.
- Advance appraisal, Cash Management.
- Declaration of NPA and passing memorandum of changes.

Key Clients Handled

Significantly conducted Internal and Statutory Audits for the following Banks:

S. No.	Name of the Bank and Branch	Type of Audit	Period of Audit
1.	Canara Bank, Chandni Chowk, Delhi (FOREX Affiliated Branch)	Concurrent Audit	From Dec 2014 to June 2015
2.	Bank of Baroda (BOB), Alkapuri Branch, Gujarat	Statutory Audit	F.Y. 2014-15
3.	Nainital Bank, Shalimar Bagh, Delhi	Concurrent Audit	From quarter ending Jan 2015 to Feb 2016
4.	Union Bank Of India, S.B. Sarafa Market, Delhi	Concurrent Audit	From April 2015 to Feb 2016

SKILLS & COMPETENCIES

- Well conversant with Windows, MS Office Tools, MS Word, MS Excel, PowerPoint etc.
- Working Experience in Tally (ERP), Quick book & Maconomy
- Working *Experience* of statutory reporting tool Hyperion
- Working *Experience* of IFRS 16 Tool Anaplan
- Proficient with Working on Internet.

EDUCATIONAL DETAILS

Professional Qualification : Semi Qualified Chartered Accountant from the Institute of Chartered Accountant
Academic Qualification : B.Com from Delhi University in 2016
: 12th from SBN Senior Secondary School, Ghaziabad in 2012

PERSONAL DETAILS

Father's Name : Lalit Mohan Dhyani
Date of Birth : 31st May, 1996
Languages Known : English, Hindi (Native proficiency in writing, listening, reading & speaking)
Nationality : Indian
Permanent Address : Flat Number 1139, Maruti Vihar Colony, Sector-28 Gurugram - Haryana

(Alka Dhyani)
