

# Deepa Lekshmi R

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## FINANCE & ACCOUNTS | Senior Accountant



### EXECUTIVE SYNOPSIS

A senior accounting and finance executive with 7+ years of stellar performance in working with management team and an established record of success in significantly growing enterprise value by delivering financial statements and reporting; ensuring compliance with accounting policies/standards/procedures, computing cash flow as well as business investment projections and innovating solutions for financial controls.

- ✓ Lead a large and diverse group of accounting personnel and known for restoring financial health of the company by implementing strong controls and streamlining account processes.
- ✓ Seeking a challenging position in a dynamic organization to contribute in maximizing the profit and utilize talents to mobilize resources, objectively pursue opportunities, and lead the achievement of results.

### WORK EXPERIENCE

#### CORE SKILLS

- ✦ Financial Accounting & Analysis
- ✦ Financial Planning
- ✦ Budgeting & Forecasting
- ✦ Profitability and Variance Analysis
- ✦ Internal Control Systems
- ✦ Auditing & Compliance
- ✦ Accounts Receivables & Payables
- ✦ MIS Reporting
- ✦ Bank Reconciliation
- ✦ Preparation of Financial Statements
- ✦ Report Generation
- ✦ Analytical and Problem Solving
- ✦ Team Management/Leadership
- ✦ MS Excel, Tally, Oracle Expert

#### Senior Accountant Sep 2018 – Dec 2019 Universal International FZCO, Dubai, UAE

*The company is a technology-driven Architectural Door Hardware and Mechanical Plumbing Products manufacturing organization in the UAE. From aiding companies around the world in the building materials industry with door and mechanical products, to establishing and managing a solid distribution network across the GCC, Universal International pioneers in providing the best business, products, portfolio strategies and practices.*

#### Key Responsibilities:

- ✓ Review and update supplier invoices in Tally system as per terms of the contract/PO and facilitate timely payments to suppliers
- ✓ Review of weekly batch payments including cheques and wire-transfers. Verify the accuracy and supporting documentation prior to Management approval
- ✓ Develop and review financial modelling.
- ✓ Regular review, report and follow up on outstanding creditor balances, supplier statements and liaise with suppliers for dispute resolution.
- ✓ Review bank reconciliations and scrutinize and ensure all bank transactions are recorded on a timely basis.
- ✓ Prepare monthly revenue invoices and record revenue journals
- ✓ Ensure all receipts are recorded in a timely manner
- ✓ Support audit requirements both internal and external by providing required information to auditors and providing assistance to the audit team as and when required during the audit
- ✓ Lead the VAT compliance including computation of liability, return filling and refunds on quarterly basis
- ✓ Review and update payroll entries

#### Head Company Financials Dec 2014 – Aug 2018 Venture Intelligence, India

*The company is a leading source of information and analysis on private company financials, transactions (private equity, venture capital and M&A) and their valuations in India and is constantly used by transaction industry practitioners, entrepreneurial companies, educational institutions and the media*

## EDUCATION

### ★ Masters in Business Administration, Specialized in Finance & Accounts

M.S.N.I.MT, Kollam, University of Kerala, India (Jan 2010)

### ★ Bachelors in Business Administration

University of Kerala, India (Jan 2008)

## PERSONAL INFORMATION

★ Nationality: Indian

★ Birth Date: 26 May 1988

★ Gender: Female

★ Marital Status: Married

★ Visa Status: Husband Sponsorship Residence Visa

★ Dependent: Spouse, One Son

★ Languages: English, Malayalam, Hindi, Tamil

### Key Responsibilities:

- ✓ To update daily Financial Transaction at Tally software, developing detailed spreadsheets, promptly updating financial data and generating accurate MIS Reports.
- ✓ Supervised payroll entries, customer/vendor invoices, receipts, petty cash & other finance related document and processed all transactions after through checks.
- ✓ Reviewing financial statements and analysing financials/transactions to identify trends and develop forecasts.
- ✓ Structuring complex financial processes for preparing MIS reports; monitor regulatory changes from Ministry of Corporate Affairs (MCA) and for enforcing quality checks for all financial analysis data.
- ✓ Preparing and scrutinizing bank reconciliation statement.
- ✓ Promptly addressing all internal and external queries regarding invoice and purchase order to achieve and surpass customer satisfaction metrics.
- ✓ Collaborated with the CTO during process automation and directly reporting to the CEO on all financial matters.
- ✓ Presenting strategic guidance to team members & ensuring that everyone is able to manage their workload & meet targets/deadlines as set down.

### Accomplishments @ Venture Intelligence, India:

- ✓ Spearheaded a team of large Team of 15 Financial Analyst and contributed in improving the department's performance & growth, with zero labour turnovers.
- ✓ Demonstrated excellence in work and attained 5/5 performance rating during complete tenure of work @ VI.

### Finance Executive

Apr 2013 - Jun 2014

### Utility Projects and Services Private Limited, India

*The company is a professionally managed Engineering expertise company offering Solutions for a wide spectrum of areas such as HVAC, Boilers, waste heat recovery, water treatment plant, smoke ventilation system, integrated facility management services & energy contracts*

### Key Responsibilities:

- ✓ To enter and Manage daily accounting transactions in Tally software.
- ✓ Generate & analyse financial statements before monthly closing to ensure accuracy.
- ✓ Supervised payroll entries, customer/vendor invoices, receipts, petty cash & any other finance related document and processed all transactions after through checks.
- ✓ Ensured completion of the quarterly & annual regulatory filings computed company's tax obligations & assisted in statutory payments and processing (Service Tax, TDS, EPF, ESI), etc.
- ✓ Judiciously handled petty cash, reconciled monthly bank statements & maintained requisite files folders, financial data bases, computer software systems & manual filing systems.
- ✓ Assisted in preparation & coordination of internal auditing process, established internal financial controls & procedures, & resolved any accounting discrepancies faced by various departments, auditors, bankers, management etc.
- ✓ Computed budgets for accounts payable and accounts receivables as well as prepared summaries of cash flow and fund flow on daily and weekly basis for CEO & Head of Finance's review.
- ✓ Generated various MIS reports, computed key financial indicative ratios & other financial information for strategic analysis & interpretation by top management on regular basis.
- ✓ Executing a wide range of finance and accounting functions like financial reporting, cash and general ledger reconciliation, finalization of year end accounts in addition to periodic reporting to top management regarding the financial statues of the organization.

## CONTACT INFORMATION

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### **Accomplishments @ Utility Projects and Services:**

- ✓ Designed, simplified and standardized accounting systems to maximize efficiency and accuracy
- ✓ Established an effective account receivable management strategy that entails a persistent methodical approach process and contributed business gains

### **Finance Assistant Steria India Limited, India**

**Mar 2012 – Apr 2013**

*The company is a leading provider of IT-driven business services and came into existence due to acquisition of Xansa (India) Ltd a UK based CMM Level 5 Company. It is primarily engaged in the fields of Business and Technology Consulting, IT Implementation, IT Outsourcing and Business Process Outsourcing. Steria has presence in India, Europe, UK and other countries*

### **Key Responsibilities:**

- ✓ Directed accounting tasks related to preparation of purchase orders for suppliers and updated the GFP platform for foreign vendors.
- ✓ Submitted purchase orders to vendors upon receiving the request and resolved all queries raised by clients/suppliers.
- ✓ Processed supplier payment ensuring accuracy, speed and efficiency as per the company's policy, supplier payment terms and approved budget, within established timelines
- ✓ Administered accounting functions like maintenance of vendor database, allocation of expenses and vital adjustments to debtors account or Contract received from other departments.
- ✓ Deployed comprehensive QC checks at regular intervals to ensure flawless process and responded to a variety of accounting-related questions, such as inquiries from vendors on invoice status and from manager on routine updates & queries.
- ✓ Instrumental in establishing and amending the contracts; preparing monthly reports and submitting SLA status to management in addition to providing daily metrics report to the immediate manager.
- ✓ Provided accurate and timely financial reports, monthly expenditure status, and purchase requisitions status for the company to provide clear insight into its financial condition to assist high quality and agile decision making

### **Accomplishments @ Steria India Limited, India:**

- ✓ Bestowed with several appreciations both from clients and vendors for promptly solving their queries.
- ✓ Recipient of "HIGH PERFORMER" award for high performance during September 2012 & February 2013.

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Note: Reference shall be provided upon request.

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