

## ANAMIKA B. PODDAR

### ACCOUNTANCY & AUDITING



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 Al Mankhool, Dubai

#### PERSONAL DATA:

Date of Birth : 13/09/1995  
Sex : Female  
Nationality : Indian  
Languages Known : English, Hindi, Marathi.  
Marital Status : Single  
Passport No : S7525564  
Visa status : Visiting visa  
Date of expiry : 08/01/2021

### CAREER OBJECTIVE

I seek a challenging position, where performance is rewarded with the new responsibilities to power up my career ahead and prove my capabilities and organization skills to drive for personal and professional growth.

### CAREER SYNOPSIS

A competent accounting professional with more than 4 years of experience in accounting & auditing field. Extensive experience in handling entire accounting & auditing operations includes: -  
▪Invoicing ▪Accounts Receivable& Payable management ▪VAT filing& Refund process  
▪Financial transactions recorded and analyzed  
▪Finalization of books of accounts ▪Monthly Closing ▪MIS Reports ▪Cash flow statement  
▪Bank/Inventory reconciliation ▪Petty cash management CLPO Management &Procurement support ▪Payroll support to HR ▪Proficient in Tally ERP9,Quick Books, Sage 200 Professional& MS Office, ERP Software, ERP Implementation. ▪SAP Implementation FICO.

### PROFESSIONAL EXPERIENCE: -

#### Baker Tilly India, Mumbai, India

#### Designation: Consultant – II (February 2019 – September 2020)

#### Job Profile: -

- Done Pre-Audit & Concurrent Audit of Real Estate & Manufacturing clients like Joy Group,etc.
- Maintained Daily, Fortnightly & Monthly Reports for Pre-Audit & Concurrent- Audit.
- Examining Internal Audit procedures for Procurement, Contracting, HR & Payroll.etc.
- Maintained IA Reports for the same Quarterly Checking and confirmation of receivables and payables Accounts.
- Raise client invoices in ERP system as per the request from project and service team.
- Following up for AR and conducting ageing analysis for keep receivables under contro
- Prepare MIS Reports includes Statement of account, Bank/Inventory Reconciliation Statements, cash flow statement& expense statement.
- Handling Finalization of books of accounts.

**Natvarlal Vepari & Co,Mumbai, India**

**Designation: Accounts & Audit Executive (June 2017 – April 2018)**

**Job Profile: -**

- Handling day to day functions relating to Accounts, Banking& Verification of Vouchers.
- Assist Finance Manager for preparing monthly financial reports for send to head office.
- Handling consignment documents in connection with material movement to work site.
- Examine and evaluated financial and information system, checking of inventory to verify journal and ledger entries, tax returns an related documents preparing to settlement of decedent's estate, taxpayer accounts and conduct audit on-site by correspondence or by summoning tax payer to office.

**Skyline manufacturing Pvt Ltd., Mumbai, India**

**Designation: Accounts & Audit Assistant (October 2016 – April 2017)**

**Job Profile: -**

- Responsible for reconciling vendor accounts and schedule payments in a timely manner.
- Manage petty cash related to office Expenses.
- Prepare purchase order and track orders to ensure timely delivery.
- Keep a constant check on stock level and request to purchase team as per demand of material.
- Cooperates and assists in reconciling the month-end inventory book balances to physical stock.
- Post and process journal entries to ensure all business transactions are recorded.
- Work with auditors for periodic auditing of the company& Payroll support to HR Department.

**EDUCATIONAL QUALIFICATIONS: -**

<i>Examination</i>	<i>University</i>	<i>Year of Passing</i>
Bachelor of Commerce & Accounts	Mumbai University	2016

**PROFESSIONAL QUALIFICATION: -**

<i>Examination</i>	<i>Institution</i>	<i>Year of Passing</i>
Masters in Accounting & Finance	Welingkar Institute, Mumbai	2020

**TECHNICAL SKILL: -**

Accounting Package	Tally ERP 9, Quick Books, Sage 200& M.S Office,ERP Implementation, SAP.
Languages Known	English, Hindi, Marathi.

**DECLARATION: -**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Al Mankhool, Dubai.

Anamika B. Poddar