

Career Summary

Qualified Chartered Accountant with 8+ years of professional experience in the banking and financial services industry. Proven track record in client management, financial analysis, reporting and handling financial operations.

Work Experience

Sales & Service Assistant, Large Corporates *Abu Dhabi Commercial Bank, Business Bay, Dubai* *Apr' 21 - Present*
Credit Analyst, Small & Medium Enterprises *Abu Dhabi Commercial Bank, Khalid bin Waleed Road, Dubai* *Jun' 15 – Apr'21*

Roles and Responsibilities (Current & Previous):

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| Relationship Management | • Under the guidance of relationship manager, handled 150 relationships, wherein managed end to end relationship including credit analysis, day to day operations, service requests amongst others |
| Credit Analysis | • Analysis of financial statements (Income statement, cash flow statement & balance sheet) along with the other qualitative factors like shareholders' background, company history etc. |
| Operations | • Managing all day to day accounts maintenance requests • Successfully managed loan documentation liaisoning with documentation teams of the credit facilities • Executed disbursements of approximately AED 2m per month |
| Monitoring | • Monitoring the accounts of the assigned portfolio |
| Interaction | • Interacting with corporate customers, being their first point of contact |

Analyst, Client Financial Management *Accenture, Bengaluru, India* *Nov' 12 – Oct' 14*

Roles and Responsibilities:

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| Compliance | • Ensuring US GAAP and SOX Compliance as regards to contract financials with special emphasis on revenue recognition and invoicing guidelines |
| Forecasting | • Providing actionable intelligence and finalize forecasts to minimize contractual risks |
| Reporting | • Preparing standard financial reporting packages • Building a trend analysis report detailing the monthly average billing and cost rate |

Audit Assistant, Taxation & Statutory Audit *S.K. Agarwala & Co. Chartered Accountants, Kolkata, India* *May' 11 – Nov' 12*

Roles and Responsibilities:

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| Statutory Audit | • Handling statutory audit under Companies Act and tax audits under Income Tax Act |
| Compliance | • Compliance of Revised Schedule VI in the preparation of accounts |
| Tax Returns | • Preparing and filing income tax & Registrar of companies returns |

Academic Qualifications

| Year | Degree Institute University |
|------|--|
| 2012 | Chartered Accountancy ICAI |
| 2010 | B.Com (Hons. in Accounting and Finance) Shri Shikshayatan College University of Calcutta |
| 2007 | Ashok Hall Girls Higher Secondary School, Kolkata CBSE |

Others

- Proficient in MS Office (Word, Excel, and Power point), Tally ERP 9, Tally 7.2
- Skilled in operating banking software such as ECAMS, Moody's, Flex cube etc.
- Languages: English & Hindi (Read, write & speak), Bengali (speak)
- An avid traveler & passionate dancer