



# Mini Nair

## Technical Co-ordinator/Lead Financial Analyst

A US Certified Management Accounting professional(2019) with 6+ years experience in areas of financial reporting, management accounting, financial planning & analysis, auditing, budgeting, forecasting and taxation. I am also a qualified Company Secretary (2012), CA-Inter(2012) and B.COM from Mumbai University(2007)

✉ caminimnair@gmail.com

📞 9769784264

📍 Thane, India

## EXPERTISE

Financial reporting

Budgeting

Management Accounting

Property Fund Accounting

Financial Statement and Cash flow analysis

Variance Analysis

Internal and Statutory audit

AP/AR/Bank Reconciliation

Team work

Yardi voyager

Sap Hana

Oracle R12

ROC Compliance

MS-Excel

MS-word

MS-Power Point

Xero,Sage,IRIS

Tally, Omni & other customised ERP

## WORK EXPERIENCE

### Technical Co-ordinator/Lead Financial Analyst Northern Trust Operating Services Private Limited

06/2020 - Present

Bangalore

#### Achievements/Tasks

- Preparation of NAV pack and lead schedules , preparation of Financial Statements and Cash flow statements and notes to accounts
- Preparation of management accounts based on monthly and quarterly
- Preparation of CB monthly reports for filing with regulatory authorities.
- Preparation of loan schedule, insurance schedule, rental income, deferred income and rent free adjustments etc.
- Review of payable register for expense code reconciliation, Booking of recurrings, accruals & month close Journal entries.
- Responsible to check and timely completion of any adhoc requests by client side, Timely bank reconciliation and bookkeeping

### Senior Accounts Executive Corient Business Solutions Private Limited

05/2019 - 04/2020

Mumbai

#### Achievements/Tasks

- Compilation and Finalisation of UK final Accounts of SMEs as per UK GAAP from Xero accounting software
- Analytical review of Balance sheet and Financial statements
- Preparation of fixed asset register
- Payroll register verification and correctly booking the same as part of adjustment entry in complication of financial statements
- HMRC VAT reconciliation as per Vat returns(UK VAT reconciliations)

## WORK EXPERIENCE

### Finance & Accounts consultant

#### Lokhandwala Kataria Constructions Private Limited

03/2018 - 03/2019

Mumbai

##### Achievements/Tasks

- Preparation and Analytical Review of Balance Sheet and Profit & loss , Cash Flow Statement Analysis
- Ensuring that all the control like maker checker for all the activities to ensure zero defects in the deliverables and ensure proper back up for all the activities for the timely delivery of all the reports.
- Co-ordinating with Auditors for internal and Statutory audit
- Coordinating, generating reviewing and distributing standard report such as monthly financial analysis.

### Accounts and Audit Principal

#### Iyer Vishwanath & Co., Chartered Accountants

12/2016 - 09/2017

Mumbai

##### Achievements/Tasks

- Internal audit of MNC and Public Limited Company in the areas of Accounts,HR, Purchases, Sales, Stored & Spares, Assembly
- Statutory Audit, tax audit of Private Limited Companies and MNCs

### Accounts Officer

#### Gannon Dunkerley & Co. Ltd

06/2015 - 02/2016

Mumbai

##### Achievements/Tasks

- Oracle R12 (GL, AP, AR, CM) setups and end user support, Ledgers Reconciliation ( TALLY TO ORACLE , ORACLE LEDGERS, GL RECO); Booking of Recurring & Month close Journal entries, Reconcile all balance sheet and substantiate the reasons for the open item in the balance sheet, Booking of Intercompany re-class journal entries.
- Report findings and make recommendations for the correction of noted control deficiencies and improvements in operations as per industry standards and best practices; Collaborate with developers and project team and ensure optimal transition of user requirements into functional ones
- Analysis the P&L to find you the variance between the current and last month data & provide the reasons for the variance Preforming Balance Sheet accounts Reconciliation, identifying the Open items & rectifying
- Amortization of Prepaid expenses based on schedule. Booking of accrual and analyzing AP entries to match the accruals. Ø Responsible to check and timely completion of any adhoc requests by client side. Preparation of daily and monthly bank reconciliation.

### Article Assistant

#### Attar & Associates

10/2011 - 12/2014

Thane

##### Achievements/Tasks

- Preparing of financial statements and cash flow analysis of Public, Private Limited Companies
- Statutory and internal audit of Listed Companies
- Preparation of Tax Audit reports, computation of Income tax , advance tax, vat ,tds and filing of returns

### Executive

#### Sarangdhar & Co., Chartered Accountants

09/2007 - 08/2011

Kalyan

##### Achievements/Tasks

- Concurrent Bank Audit of Co-operative Banks- Abhyudaya Co-operative Bank, NKGSB Bank,
- Assisting and compilation work in Scrutiny notice under section 143(3) of Income Tax,
- Preparation of Income tax returns of Proprietorship concerns, Partnership concerns , individuals