

Meera Khanna

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Professional Summary

Detail-oriented Finance Executive with 5 years of experience in accounting, financial reporting, and budget management. Strong understanding of taxation, compliance, and cost control.

Skills

Financial Tools: Tally ERP, QuickBooks, MS Excel (Advanced)

Expertise: Reconciliation, Budgeting, MIS Reporting, Payroll

Other: Tax Filing, GST, Financial Analysis, Forecasting

Certifications

- **Chartered Financial Analyst (CFA – Level 1)**
- **Tally Prime Professional Certification**

Professional Experience

Finance Executive – BrightFinance Pvt Ltd, Delhi (Mar 2021 – Present)

- **Prepared monthly MIS reports and handled reconciliations for 3 divisions.**
- **Assisted in statutory audits and cost optimization exercises.**

Accounts Assistant – Zenith Corp, Gurgaon (Jul 2019 – Feb 2021)

- **Managed vendor payments and assisted in balance sheet preparation.**

Education

Bachelor of Commerce (B.Com), Delhi University (2016 – 2019)

CGPA: 8.5/10

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