**Curriculum Vitae**

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**Kalpana Tyagi**                                            
  
**OBJECTIVE**

To work in a challenging professional environment and there by utilize my talents, auditing skills and analytical abilities.

**SUMMARY**

I am a qualified ***Chartered Accountant*** with **10 *years*** varied experience. I have strong analytical and project management skills which I've put to use in many organizations with excellent results. I'm now looking to take on more responsibility and believe that your company can offer me the challenge I'm seeking.

**PROFESSIONAL EXPERIENCE**

* **GL Accounting**: It includesfinalization of Balance sheet, P&L Account, Variance analysis, financials preparation, MIS preparation, Transfer pricing, Bank reconciliation, fixed assets accounting & reconciliation, Intercompany reconciliation, Accruals, Prepayment, Balance sheet schedules, Month end closing, IGAAP & USGAAP Audit.

**PRESENT EMPLOYMENT**

**GENPACT**

**GENPACT is a BPO with more than** 65,000 employees and revenues of almost US$2.1 billion (2013).

**Designation**          :  **Manager – Regulatory reporting**  
**Duration**             :   Feb 2014 to Conti…

**Job Profile:**

Working on one of the most reputed client of Genpact having insurance business. Have done successful transition & establish this process. Responsible for month end close as per local FRS (HKFRS), Financials & Regulatory Reporting. Ensure proper accounting of GL in order to reflect fair view of financials.

* Handles a team of 4 professionals.
* Responsible for month end close process as per HKFRS.
* Ensure that monthly balance sheet & P & L are accurately submitted to HK authorities in time as per the Calendar published on regular basis & this is supported with balance sheet schedules.
* Ensure all quarterly/annually regulatory returns are prepared accurately & submitted to regulators on time.
* Monthly & quarterly levies are reported & paid on time.
* Statement of assets & liabilities is prepared on quarterly basis & submitted to HK authorities.
* Singapore reporting (SIFRS) is done on annually basis. Balance sheet & P & L are converted from HKFRS to SIFRS annually.
* Fluctuation analysis as per HKFRS & SFRS.
* Prepare financials & notes to Accounts for Audit.

**PREVIOUS JOB DESCRIPTION**

**NTT DATA Ltd.**

**NTT DATA Ltd. (formerly known as Keane India Ltd.), is an IT services firm headquartered in the US with more than 12,500 professionals worldwide.  For 45 years, Keane has been an Application services specialist with distinguished project management credentials.**

**Designation**          :  **Team Manager - GL Accounting**  
**Duration**             :   Nov 2010 to Feb 2014

**Job Profile:**

Responsible for month end close, Financial Reporting and General ledger accounting. Ensure proper accounting of GL in order to reflect fair view of financials.

* Handles month end close process for Offshore & Domestic business
* Ensure that MIS are accurately submitted to corporate in time as per the Calendar published on regular basis
* Run depreciation on fixed assets on a monthly basis. Segregation of direct & indirect depreciation for each class of assets.
* Maintain FAR. Reconciliation of FAR with ledger.
* Straight lining of rent as per AS19 – Lease Accounting provisions.
* Review of Bank reconciliation statement.
* Ensure correct Accruals and prepaid expenses in the Books of accounts
* Ensure Operating / Other Cost variances are analyzed and reported to the management in time.
* Handles US GAAP & Local GAAP audits.
* Preparation of financials and notes to accounts for IGAAP Audit.
* Monthly uploading of trial balance into PeopleSoft, PS to SAP (Local books) reconciliation.
* Review transfer pricing & Debit notes raised to various affiliates.
* Review of APR, QPR & MPR prepare for STPI &SEZ filing.
* Intercompany and intra branch reconciliations
* Ensure preparation and submission of all the Balance sheet supporting schedules.
* Creation of cost centers, and any other changes required from time to time in SAP.
* Any other work as may be required from time to time

**Intelenet Global Services:**

**Intelenet is a leading provider of multi-faceted business process outsourcing (BPO) solutions to organizations across the globe seeking to more effectively balance cost management with superior service.**

**Designation**          :  **Team Leader - GL Accounting**  
**Duration**             :   May 09 to Nov 2010

**Job Profile:**

Leading GL Accounting team of Intelenet F & A Gurgaon .It is a month end closing & reporting profile & contains following activities:

 Bank Reconciliations

 Payroll Accounting

 Accruals & Prepayments

 Fixed Assets Addition\Deletion & Depreciation

 Inter Company transaction recording & reconciliations

* Balance sheet Schedules & Variance analysis.

Following is a brief description of my KRO’s

* Lead a team of 12 to 18 team members.
* Ensure all monthly, quarterly and yearly targets are achieved by each team member and process.
* Ensure all team members are given fully support on a daily basis
* Conduct daily meetings with the team to review previous day performance and issue
* Conduct weekly performance feedback meetings with each individual consultant and discuss future action point
* Monthly call with all Controllers individually and in group for their concerns & issues
* Actively manage performance of consultant on a regular basis to ensure all their problems are dealt with effectively and efficiently
* Coaching and mentoring them to improve their skill sets
* Identify training/ coaching needs of the team members and provide the same to the manager
* Generate and compile performance reports on a weekly /monthly basis and the same to the manager
* Work with all the support departments to devise new initiatives to increase productivity and ensure smooth functioning
* Responsible for staff retention within the team
* Responsible for maintaining discipline/ absenteeism of team on the floor

**TMF Group (Formerly known as Tradman Outsourcing Pvt. Ltd ):**

TMF is a genuinely global management and accounting outsourcing firm, with over 3.000

Professionals working from 86 offices in 65 countries around the world.

Designation                     :  Team leader

Duration                           :   March 08 to May 09

**Job Profile:**

• Review & finalization of accounts for clients of European countries.

• Direct communication with client to resolve the queries.

•Generate the final reports in software ‘Caseware’.

• On site implementation of ERP software MS Dynamics Axapta 4.0 (Financial) in Netherland.

• Migration of accounts in MS Dynamics from old software Exact Globe & Exact Voor Window.

•Live working for European clients on MS Dynamics Axapta.

**OM Outsource Process :**

A BPO specializing in Finance & Accounting Solutions and IT Outsourcing service provider with focus on the European and North American markets.

**Designation**          :  Process Analyst

**Duration**             :   April 07 to March 08

**Job Profile:**

* Bank reconciliation, VAT reconciliation & its accounting treatment, accounting for PAYE & PRSI etc. for different type of clients like individual farmers, contractors, manufacturer & professional service provider (Doctors & Lawyers), partnership firms & small companies,
* Prepare Balance sheet & P&L Account & supporting schedules of Balance sheet.
* Regular client servicing and follow-up.

**TDI International (India) Ltd:**

An Airport Advertising Company enjoying rights for advertising at 13 Airports, having turnover more than 100 Crores.

**Designation**          :  Internal Auditor  
**Duration**             :  June 05 to April 07  
  
**Job Profile:**

* Bank Reconciliation of all branches and group of Companies.
* Routine audit of Income & Expenditure, Imperest, Creditors and Debtors of the Company.
* Looking after the VAT, ROC and Service Tax of the Company.
* Authenticating the monthly deposit of TDS on Salary, Professional, Interest, Rent, Contractor, and Commission.
* Checking the monthly deposit of PF and ESI of the Company.
* Monthly reconciliation of Service Tax Charged and Paid.
* Calculation of advance tax and follow up for the collection of certificates of TDS.
* Preparation of financial statement like: Balance Sheet, Profit and Loss Account of the group of Companies.
* Preparing and filing of TDS returns with income tax department in E-Form.
* Company follows the Centralized Accounting System and I am to make sure that all the necessary information has been received from various stations and segregated for the various Cost Centers and Profit Centers.

**PROFESSIONAL QUALIFICATION**

    **Chartered Accountancy -** May 2005 Batch        
    **B.Com (Hons.)** from Delhi University in 2001.

**SKILLS AND STRENGTH**

* Strong analytical skill.
* Excellent Communication.
* Expertise in Microsoft Office tools namely Microsoft Word, Excel, and PowerPoint.
* Have also got certification and expertise in ERP software ***MS Dynamics Axapta 4.0.***
* Have working knowledge of ***ERP software SAP.***

**PERSONAL INFORMATION**

Date of birth: 29th December 1982

Husband’s Name: Deepak Tyagi

Gender: Female

Language Known: Hindi & English

**(Kalpana Tyagi)**