**ASEEMA ANOOSRITI**

**Contact**

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**PAYROLL & ACCOUNTS MANAGEMENT PROFESSIONAL**

* **A well-rounded Payroll and Accounts Professional** with **5+ years** of cross cultural experience in Payroll Management, Accounts Planning, Process Improvements, Internal Control, MIS, HR and People Management in **Oil and Gas Field Industry.**
* **Demonstrated expertise in Payroll Management & Accounts Department** and managing financial resources to meet company’s long and short-term goals.
* Proficient at designing and implementing systems/ procedures to achieve financial discipline and enhance the overall efficiency.
* Result oriented with strong analytical and problem solving skills; possess ability to compile, evaluate and produce detailed financial reports to provide feedback to top management on financial and operational performance and advice for corrective action to be taken.
* Expertise in formulating and implementing the Accounting Policies/Procedures, Accounting Standards and Principles, Preparing monthly Budgets and Expenses.
* Ability to lead the people & capable in improving execution capacity, motivate team members during work pressure to lessen the stress, targeting on achieving the goal without any compromise in the quality of work.
* Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks; resilient with a high level of personal integrity and energy experience.

**CORE COMPETENCIES**

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| **Payroll Management** |  |  | **HR Management** |
| **Data Entry Management** | **Admin and Operations** |  | **MIS and Reporting** |
| **Team Management** | **Cost Control Initiatives** |  | **Good Interpersonal Skills** |
| **Negotiation Skills** | **Excellent Communication** |  | **Vendor Management** |

**Payroll Process/ Time office functions**

* Salary and Wages administration, which includes Salary advance, Overtime, Full & Final settlement
* Revising minimum wages as per government circular as per minimum wages act & make it applicable to various factories of entire group.
* Prepare manpower related MIS/Reports like, Overtime & late coming reports, Absenteeism Reports of on Roll and Off Roll Employees, Overtime report etc. Minimize the Absenteeism
* Framing of contracts with contractor/vendor (Security guard, Housekeeping, Garden Etc.,) verification of wage bills as per the term and condition of contract

**Finance & Accounts**

* Designing and implementing systems & procedures; Reviewing and checking the general ledger to ensure that all transactions are entered on logical manner, with proper reference and support.
* Analysing Financial Statements, viz. Ratio Analysis, Fund Flow and Cash Flow Statement; involved in Inventory Control, and Store Accounting.

**Accounts Receivable/ Payable**

* Following up for accounts receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control and collections of payments.
* inventory cost analysis. Identifying opportunities for cost minimization and implementing strategies to benefit from such opportunities.
* Coordinating with auditors for conducting various process audits to ensure proper controls are in place.

**Admin & Facility Management**

* Core responsibility is to handle all invoice bills, payments, and annual maintenance of contracts for air conditioners, generators etc. and statutory requirements.
* To monitor daily financial expenses as well as prepare, analyze and verify financial documents.
* To devise methods for cost cutting and responsible for cost minimization.
* To maintain and manage Travel arrangements for guests / staff trickling, including arranging Foreign Exchange at short notice.
* To handle branch level responsibilities that includes compiling attendance summary, interacting with new resources.
* Coordinate and follow up with Corporate Office in filing statutory requirements (monthly & annual) like PF Returns, Employment, Statistics Department, Professional Tax, Inspector of Factories returns etc.
* Responsible to look after the Utility services like housekeeping, total security arrangements of production centre/ office, canteen facility etc.

# CAREER SNAPSHOT

**Aanand Energy Services, Ahmedabad as Accounts Manager since 2013.**

*Maturing from its humble beginning since a decade, M/S. Aanand Energy Services is engaged in Supplying oil field equipments on rentals to various premier public and private sector Companies like ONGC, IOC, Reliance Industries, Sun Petrochemicals, etc. To aid oil field projects up and running .*

**Job Profile:**

* Responsible for preparing monthly payroll & calculating the salary as per the attendance.
* Responsible for Maintenance of complete Books of accounts. Financial reporting, General Ledger reconciliation, Receipts, Payments, Deposits, journal vouchers, Purchase invoices, Debit notes and Credit notes.
* Steered efforts in controlling the department expenditure and monitored the overhead and indirect cost.
* Actively involved maintaining accounts records & solving queries of auditors.
* Responsible for handling and ensuring Project Accounts and all commercial activities.
* Monitor and managing day-to-day Project Accounting and operations including Project Deadlines and Supply Deadlines, maintaining income, expenses, interest & tax ledgers and other Journal, cash and bank vouchers for data entry.
* Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
* Sharing information to management by assembling and summarizing data; preparing reports; making presentations of findings, analysis, and recommendations.
* Maintain various books of accounts and prepare year-end financial statements in compliance with accounting standards.
* Actively coordinate with the Bank Authorities and prepare Bank Reconciliation Statements for reconciling Cash & Bank balances.
* Monthly Reconciliation of Debtors and creditors.
* Responsible for data analysis for formulating the strategies for billing efficiency and collection efficiency improvement.
* Scrutinizing bills received from vendors, verifying all particulars and Coordinating with Accounts team to release payment on time.
* Responsible for preparing monthly budget & expenses.
* Accountable for establishing and maintaining interpersonal Relationships with others, and maintaining them over time.
* Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
* Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

**ACADEMIA**

* **Chartered Accountancy Course** from ICAI, Ahmedabad with 57% in 2013
* **Company Secretary Course** from ICSI, Ahmedabad with 53% in 2012
* **Cost and Works Accounting Course** from ICWAI, Ahmedabad with 55% in 2018
* **Bachelor of Commerce** from IGNOU with 68% in 2012
* **Higher Secondary School (10+2)** from BJB College with 81.45% in 2005
* **Secondary School Certificate (10th)** from DAV Public School with 85% in 2003

**IT SKILL**

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* Sound knowledge in MS Office
* Accounting Software Tally

# PERSONAL DOSSIER

**Address :** J-203, Orchard, Godrej Garden City, Bh. Nirma University, Ahmedabad - 382470

**Date of Birth :** 31st December, 1987

**Linguistic Abilities :** English, Hindi and Odia

**Marital Status :** Married

**References and verifying documentation furnished upon request.**