

Pooja Lakhwani

Senior Analyst

Tech Savvy Senior Analyst with exceptional teamwork, leadership, technical understanding, and communication. Over 4 years of experience working on large-scale projects, eager to contribute to team success through hard work, attention to detail, and excellent organizational skills.

pooja.lakhwani30@gmail.com

+91 7069233557

Ahmedabad, India

linkedin.com/in/pooja-lakhwani-54a09764

WORK EXPERIENCE

Senior Analyst

Sikich LLP (Formerly Accelerated Growth)

08/2020 - Present

Ahmedabad

Achievements/Tasks

- Optimize core processes to improve business performance and operational agility.
- Recommend process improvements to continually identify, analyze and fix constraints and challenges.
- Maintain regular contact with clients to inform them about transactions and performance.
- Cleared AR by 80% to achieve 100% revenue in one year.
- Lead a team of six+ people.
- Use relevant financial technology to generate reports and recommend courses of action to upper management.

Accountant

Crystal Voxx Global LLP

08/2019 - 08/2020

Ahmedabad

Achievements/Tasks

- Gathered financial information, prepared documents, and closed books.
- Used advanced software to prepare reports, and presentations.
- Handled day-to-day accounting processes to drive financial accuracy.
- Offered advice to clients to better understand financial goals.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.

Data Processing Executive

Analytix Business Solutions

10/2018 - 08/2019

Ahmedabad

Achievements/Tasks

- Recorded financial data in Dropbox, streamlining procedures for accuracy.
- Monitored and analyzed financial and operational data trends.
- Finding discrepancies in monthly financial reports.
- Strategized and implemented email personalization and dynamic content.

CERTIFICATIONS

Certified Professional Level (CMA)

ICMA

Certified General Banker

IBP

SKILLS

Leadership

Team Building

Problem Solving

Client Management

Project Management

EDUCATION

CMA Professional Level Qualified Institute of Cost and Management Accountants

01/2013 - 01/2017

ACHIEVEMENTS

Star Performer for the month (05/2019)

SOFTWARE

Fathom Certified Advisor (01/2023)

Fathom

Bill.com Certified (04/2022)

Bill.com

QuickBooks (Online & Desktop)

QuickBooks Self-Paced Training

Paylocity

Paylocity Self-Paced Training

Expensewire

ExpenseWire Self-Paced Training

COURSES

Microsoft Power BI (09/2022)

LinkedIn

Excel Business Intelligence: Power Query (09/2022)

LinkedIn

INTERESTS

Reading Books

Creative Writing

Playing Cricket

Arts and Crafts