

DEEPALI GUPTA

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EDUCATION

BACHELOR OF TECHNOLOGY (ELECTRONICS & COMMUNICATION BRANCH) Ghaziabad, India

Ideal Institute of Technology – (UPTU)

June -2013

POST GRADUATE PROGRAMME IN MANAGEMENT (PGPM)
India

Bangalore,

IBS Business School
2016

February–

PROFESSIONAL EXPERIENCE

Vivospace Design Studio Private Limited (Architectural Startup Company)

March 2016– till date

Finance Associate

Roles & Responsibilities

- Managing the finance function in the organization independently from managing books of account to all aspects of financial system in the organization.
- Responsible for monitoring transaction approval system for placing Purchase order of the company.
- Responsible for scrutinizing the debtor and creditor and see all the vouchers are properly maintained.
- Responsible for keeping a track of due dates of rents, vendor and prepare monthly reports.
- Monitor the portal for assigned clients on a regular basis to ensure all the transaction are processed in a timely manner
- Coordinating with project managers and clients on Invoicing and maintain projects in accounting software.
- Working closely with the team to reconcile account receivables, maintaining project budgets.
- Create and maintain complete contract invoicing terms and ensure Invoices are collected as per contractual term.
- Calling customers to follow up for collection against overdue invoices.
- Accurately Predicting the cost, size and duration of future construction and manufacturing projects is vital to the survival of business.
- Ensure customer requirements and delivery of quality of service whilst ensuring effective team work.
- Maintaining relationship with customers/business partners.

Key Achievement/skills

- Assisted in setting up the finance process from manual accounting system to electronic book keeping in the organization.
- Worked on a time bound schedule for implementing the finance function in the organization.
- Improved process to ensure timely and accurately delivery of monthly, quarterly and annual cost accounting report.
- Good Accounting knowledge with hands on experience in working with startups and challenges faced.

February 2015–May 2015

Summer Internship Programme (Topic – Strategic Vendor/Network Accounting)

Roles & Responsibilities

- Reviewing the contractual agreements with the strategic partners of Airtel.
- Assigned two strategic partners to analyze and highlight the various impacts of the contractual obligations on the organization.
- Preparing the review reports after going through the various old and existing contracts/amendments/new agreements and summarizing the financial impact of these changes.
- Monitoring the payment cycle of these partners as per the contractual obligation defined with them and highlighting in case of any difference.
- Reviewing and reconciling vendor statement of account while highlighting any discrepancy and reporting to team.
- Preparing and implementing statutory compliance checklist of the local laws for all of the jurisdictions where company has a presence across the globe.
- Responsible to acquire knowledge about new terminologies and methods which are needed for evaluating with the strategic partners in any business contract.
- Acquired knowledge of the business of Airtel, a basic run through of operations of the company.

Key Achievements

- Worked as an intern in India largest multi-national telecom company at their Gurgaon office.
- Skill set combined with technical skill, being an engineer along with finance professional.
- Ability to work well within a team as well as own initiative.

Professional Skills

- Experience in Tally ERP 9& 5.6.
- Expertise in working with MS Excel spreadsheets.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Resourceful in the completion of projects, effective at multi-tasking.

