

# MEENU RAWAT



## PROFILE

6 years of experience within the industry and knowledge in working across various finance and accounting roles. Currently a part of the AP in EXO Edge advantage India Pvt. Ltd takes care of end-to-end AP transactions and Invoicing.

## PERSONAL DOSSIER

Email: [minu.rawat1993@gmail.com](mailto:minu.rawat1993@gmail.com)

Contact: +91 8171704657

Date of Birth: July 22nd, 1993  
Language: English & Hindi  
Father's Name: Mr. GS Rawat  
Marital Status: Unmarried  
Passport: Yes  
Address: Sardar Bhagat Singh Colony, Vikas Nagar Road, Herbartpur, Dehradun (UK)

## HOBBIES

Reading Books  
Trekking and Hiking  
Yoga

## WORK EXPERIENCE

**1) Exo Edge Advantage India Pvt. Ltd. (Team Lead)**  
11th Nov 2019-03rd May 2024

### Roles –

- Handling team of 20 AP accountants.
- Allocating the new properties to AP.
- Invoice processing of 350+ properties.
- Sending the invoices to correct expense type.
- Use tax implementation as per the state policy.
- Payment commitment.
- GL codes reclass entry.
- Bank Reconciliation and Replacement Reserve.
- Payroll processing
- SOX Compliance.
- Responsible for booking reclass, prepaid asset amortization, accrual, and intercompany JE.
- Prepare and review AP control (balance sheet) account reconciliation, PO audit, credit card reconciliation, petty cash reconciliation.
- Review, analyse and process AP related transaction and invoices.
- Checking on duplicate payments.
- Run various accounting reports (Unpaid invoices, PO reports, new vendor setup reports etc.
- Taking care of rejections.
- Handling AP related queries and providing resolutions to the clients within the stipulated TAT.
- Petty Cash, Check Request and Utilities Clearance with stringent timelines.
- Responsible for Vendor Reconciliation.
- Receivables by charge code.
- Coaching new joiners and providing them hands on experience with the current process
- Interacting with clients and providing them immediate assistance on their query via emails.
- Providing additional support to team by stretching my work hours during AP month end closures.
- Weekly touch base call with clients.

**2) M/S Rana Infratech (Deals in Building Materials)**  
May 2018 to Nov 2019

### Roles –

- Reconciliation of multiple accounts on daily basis.
- Bill maintenance
- Daily Purchase and Sales entry in Tally
- Ccalculations of monthly P&L of the firm.
- GST

## SKILLS

- AP
- General Accounting
- Strategic and critical thinking
- Financial Analysis
- Team Handling

## COMPUTER PROFICIANCY

- Good typing speed
- Tally ERP 9
- Yardi
- Netsuite
- Excel/PowerPoint/Word

## PERSONAL ATTRIBUTES INCLUDES

Ability to develop relationships with clients. Excellent listening & interpersonal skills. Highly Self-motivated & directed. Keep attention to detail. Able to prioritize & execute tasks in a high-pressure environment. Experience working in a team oriented, collaborative environment.

### 3) 6 months experience under a CA Firm

#### Roles –

- Data entry in tally software
- Voucher processing and Verification of Income & Expenses
- Filing of ITR of individuals clients only
- Filing of PAN Applications
- Filing of Sales Tax Returns on H.P Vat Taxes
- TDS

#### ACADEMIC QUALIFICATIONS

- Tally ERP 9 - Certified course from Doon Business School, Dehradun.
- M.com (2018)- Doon Business School, Dehradun
- B. Com (2015) - Doon Business School, Dehradun
- Class 12th (2012) – DAV Public School, Odissa
- Class 10th (2010) – Kendriya Vidyalaya, Odissa

#### DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

**Meenu Rawat**