

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

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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
- Calculations of monthly P&L of the firm.
- GST

SKILLS

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

COMPUTER PROFICIENCY

- 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
- Class10th (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