

# SWATI BURMAN

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## PROFESSIONAL EXPERIENCE SUMMARY:

13+ years of experience in accounting in diverse sectors - Real Estate, IT and Hotel industries. Handling end-to-end accounting in SAP, Tally and ERP. Currently having expertise in R2R profile.

## WORK EXPERIENCE:

1) **Duration:** April 2017 – Till Date

**Position:** Assistant Manager at Offshore Accounting & Taxation Services  
(At client site Embassy Office Park REIT)

### Duties handled

- ❖ Preparation of monthly, quarterly and annual financial statements.
- ❖ Preparation of PBC (provided by client) for audit purposes.
- ❖ Preparation of cashflow statements.
- ❖ Analysis of YTD and MTD variances in the Profit & Loss statement.
- ❖ Analyzing variance in the consol and SPV level NDCF (Net distributable cash flows).
- ❖ Handling quarterly and annual internal, limited and statutory audit.
- ❖ Preparing various reports as per management's requirements.

2) **Duration:** May 2016 – April 2017

**Position:** Accounts Executive at Talentica Software India Pvt Ltd

### Duties handled

- ❖ Total of 29 customers and 42 invoices are processed, validated and send to the customers for payment.
- ❖ Coordinating with all the internal stakeholders to gather the data for invoicing.
- ❖ Talentica being a software development generation of accurate and timely invoices of the services provided by the developers is very essential, as it's the primary revenue.
- ❖ Handling audit and preparing audit schedules of the company.
- ❖ Maintaining the books of US based sister company of Talentica (Talentica Inc)
- ❖ Validating salaries, bonuses and sales incentive of the employees.
- ❖ Providing the revenue reports, gross profit report to the management on time, this helps them take preventive actions to improve the progress of the company.
- ❖ Dealing with the corporate credit card issued to the managers of the company (settling the claims, loading amount on the card, issuing card on expiry)
- ❖ Check and validate the direct tax payments and returns
- ❖ Check and validate the accounts payable booking and payments.

3) **Duration:** May 2011 – May 2016

**Position:** Senior Associate at Offshore Accounting & Taxation Services

Pvt.Ltd.

**Duties handled:** At Client site – Quadron Business Park Pvt. Ltd.(Jan 2014 – to

till date)

- ❖ Monitoring of Accounts payable part of the company
- ❖ Monitoring of Accounts receivable part of the company
- ❖ Preparing MIS
- ❖ Assistance in preparing of financial statements.
- ❖ Preparing Bank Reconciliation Statement
- ❖ Direct and indirect tax payments and filing returns.
- ❖ Provide training to junior team members.
- ❖ Handling internal and statutory audits
- ❖ Processing payroll.
- ❖ Handling provident fund of employees.
- ❖ Handling leasing related issues of tenants.
- ❖ Assisting in the financials of other parks of Quadron Business Park Pvt. Ltd.
- ❖ Preparing various reports as per management's requirements.

At Client site – Sayaji Hotels Ltd. (May 2011 – Jan 2014)

- ❖ Auditing
- ❖ Entries in ERP.
- ❖ Solving customer queries.
- ❖ Monitoring entire receivable part of the company.
- ❖ Preparing MIS.
- ❖ Direct and indirect tax payments and filing returns.
- ❖ Processing payroll.
- ❖ Handled internal and statutory audits.
- ❖ Inventory management.
- ❖ Preparing Bank Reconciliation Statement.
- ❖ Training to junior team members.

4) **Duration:** Nov 2010 – May 2011

**Position:** Accounts Assistant at Sayaji Hotels Ltd.

### Duties handled:

- ❖ Auditing
- ❖ Sales entries in ERP
- ❖ Solving customer queries
- ❖ Monitoring entire receivable part the company

## SUMMER INTERNSHIP:

**Duration:** 15th March 2008 - 5th July 2008

**Position:** Finance-Trainee at TVC sky shop

### Duties handled:

Prepared management reports like:

- ❖ Daily remittance report, monthly sales v/s collection report, monthly cost center reports, monthly surplus reports, monthly budget reports, monthly working capital reports, daily and monthly cash flow reports.
- ❖ Reconciliation of the bank statements, debtors and creditors
- ❖ Reconciliation.
- ❖ Passed data entries in tally.
- ❖ Handled the petty cash and dealt with daily cash and bank transactions
- ❖ Documentation of business process

## EDUCATIONAL QUALIFICATION:

Course name	Institution/School	University/Board	Year of passing	Percentage
MBA (Finance)	ICFAI National College	ICFAI University Dehradun	2009	6.5 CGPA
B.com	Royal College	Mumbai University	2006	76.4%
HSC	Royal College	Maharashtra Board	2003	80.6%
SSC	St. Francis High School	Maharashtra Board	2001	73.6%

## COMPUTER KNOWLEDGE:

- SAP
- Accounting package Tally 9
- YARDI
- MS-Excel, MS-Word, MS-PowerPoint
- Windows XP, 2000, Vista, 7.
- ERP

## EXTRACURRICULAR ACTIVITES:

- 'B' grade in Maharashtra Cadet Corps 1999-2000
- Participated in the Social Services Camp conducted by St. Francis high school 1999-2000

## STRENGTHS:

Patience, quick learner, good listening skills

## PERSONAL INFORMATION:

Date of birth : 3<sup>rd</sup> March 1986

Marital Status : Married

Languages known : English, Hindi, Bengali, Marathi

Hobbies : Listening to songs, reading

Swati Burman.