

# H Anisha

Mail-id: [anishahk30@gmail.com](mailto:anishahk30@gmail.com)

LinkedIn: [www.linkedin.com/in/anisha-h](https://www.linkedin.com/in/anisha-h)

Mobile: 9840925514

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## Professional Summary:

- Detail-oriented finance professional with hands-on experience in SAP, invoice management, GST verification, and SEZ operations. Proven ability to handle end-to-end financial workflows, maintain compliance accuracy, and support smooth payable accounts processes. Strong team coordination and problem-solving skills aimed at delivering reliable financial outcomes.

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## Professional Experience:

**JSS Pro Services Pvt Ltd** Senior Executive | August 2025 – Present

### Key Responsibilities – V-compliance:

- Managed **DTA material filing** and **endorsement processes** in compliance with customs regulations.
- Filed **DSPF** accurately and maintained supporting documentation.
- Handled **DTA sale processes** through the Out-of-Charge (OOC) procedure.
- Ensured accuracy in material movement records and prepared MIS for DTA transactions.
- Liaised with the Authorized Officer to complete **DTA assessment procedures**, secure **Out-of-Charge clearances**, and manage **DSPF filing** and **DTA sale processes** with accurate documentation.

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**Larsen & Toubro, Chennai** *Account Assistant (Finance)* | February 2023 – March 2025

### Key Responsibilities (SAP):

- Indexed invoices in **SAP** to ensure accurate expense recording.
- Verified invoices against **purchase orders** terms and **GL** codes for correct booking.
- Managed company payments and collaborated with the Shared service center team.
- Reconciled **Bills of Entry**, monitored quantities, and coordinated with stores for pending BOEs.
- Posted accounting entries related to **HSE** safety, PPE, and recoveries; maintained supporting documentation.
- Prepared monthly reports for penalties, debit notes, and project collections.
- Reviewed **employee reimbursement bills** and prepared supporting schedules.

### Special Economic Zone (SEZ) NSDL:

- Applied SEZ regulations, managed DTAP, and secured quarterly endorsements from the Authorised Officer.
  - Posted materials and services bills in SEZ and **temporary removals**.
  - Prepared **E-way bills**, **subcontracting challans**, and monitored material returns.
  - Utilized SEZ online systems and managed **HSN** codes and customs tariff records.
  - Organized and documented invoices, maintained records, and produced management reports.
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**Wissend Consultancy Services Pvt Ltd Management Trainee | August 2022 – October 2022**

- Led a team of seven members and effectively delegating tasks and ensuring timely project delivery.
- Monitored task completion and ensured timely delivery of work.
- Conducted performance reviews and provided constructive feedback to team members.
- Aligned team performance with organizational goals and standards.

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**Core Competencies:**

- SAP HANA
- Invoice Processing
- GST Verification
- Accounts Payable
- Financial Reporting & MIS

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**Soft Skills:**

- Self-motivated, adaptable, and efficient under pressure.
- Strong leadership, critical thinking, and strategic decision-making skills.

**IT Skills:**

- SAP HANA | Tally ERP | Advanced Excel (Pivot Tables, VLOOKUP, Dashboards) | Documentation & Compliance Reporting.

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**Higher Education:**

QUALIFICATION	BOARD/ INSTITUTION	YEAR	PERCENTAGE
MBA – HRM	Pondicherry University	2021	67.57%
B.Com	K. C. S Kasi Nadar College of Arts and Science	2019	77.25%
12 <sup>th</sup>	Tamil Nadu State Board	2016	87.00%
10 <sup>th</sup>	Tamil Nadu State Board	2014	86.00%

**Personal Details:**

**Date of Birth:** 30th January 1999

**Location:** Minjur, Chennai.