

H Anisha

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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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- 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 th	Tamil Nadu State Board	2016	87.00%
10 th	Tamil Nadu State Board	2014	86.00%

Personal Details:

Date of Birth: 30th January 1999

Location: Minjur, Chennai.