

# Vasudha Dubey

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## Professional Synopsis

- ✓ **MBA- Financial Market** from ITM-Navi Mumbai, having over **13 years** of experience in **SME Service Sector, Branch banking, Customer service & Operations** in **BFSI**.
- ✓ **SAP, SAP Receivable and SAP Payable** certified, Tally
- ✓ **A result oriented professional with qualitative experience in accounting functions.**
- ✓ **Strong analytical & organizational abilities with adeptness in implementing accounting systems & preparing accounting records**
- ✓ **Strong Computer skills including Microsoft Excel, MS Office, MS-word and PowerPoint**
- ✓ **Financial Analysis and Reporting, Budgeting & Variance Analysis**

<b>CAREER HIGHLIGHTS</b>
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**Apr'12- Mar'23**

**Viva Consultants**

**Manager Accounts & Finance**

(Viva Consultants is Lucknow based company which provides consultancy services in marketing and advertising as well as real estate)

### Key Responsibilities:

- Handling overall accounting & bookkeeping of the organization
- Day to day Journal Accounting
- MIS reports (cash flow)
- Active Participation in Finalization of Books
- Reporting to Head, understanding and significant experience in managing the finance procedures and handling accounting systems.
- Preparation of MIS for revenue & cost analysis.
- Preparation of cash flow statement, income statement
- Journalizing – Preparation of standard journals and verification of imprest accounts
- Preparation of annual budgets
- Purchase, Sale, Contra, Journal, Receipt & Payment Voucher Entries.
- Reconciliation of Bank, Debtors and Creditors.
- Maintenance of petty cash book
- Account Payable and Receivable Process
- Preparation of quarterly P&L forecast and monthly update of forecast along with variance analysis
- Manage budgets and ensure that financial systems are properly followed
- Managed day to day finance operations, prepared monthly management accounts and variance analysis
- Team Management, Accounts Receivable, Billing, MIS, Early payment Discount
- Bank reconciliations, scrutinizing of general ledger, Debtors & Creditors balance confirmation.
- Assisting in the documentation of financial statements and other compliances applicable to the organization.

**Sep'10 – Oct'11      HDFC Bank LTD (Mumbai)      Deputy Manager - Branch Banking**

**Key Responsibilities:**

- Handling the Portfolio size of **125 Cr** in **Worli Branch** of Mumbai
- Handling the customer services like **foreign Remittance, Bank Guarantee, Letter of Credit and Business Banking**
- Servicing the Preferred (HNI) Customers for the bank and thereby ensuring minimum attrition of these profitable segments through effective CRM
- Providing total wealth management solution to Preferred (HNI) Customers
- Responsible to generate lead for Retail Assets like **LAP, LAS, Working Capital, Personal Loan, Car Finance and Home loan** through services

**Dec'08 – Aug'10      JP Morgan (Mumbai)      Senior Transaction Processing Specialist**

**Key Responsibilities:**

- Processing international transactions as per the instructions given in **SWIFT software**
- Following all the international norms and tracking international currencies on regular basis
- Giving approval for high value transaction of more than INR 10 million
- Publishing MIS on regular basis to track errors while processing the transactions
- Tracking the transactions of global client like Jaguar and Land Rover

**Jan'08 – Nov'08      India Infoline ltd (Mumbai)      Management Trainee**

**Key Responsibilities:**

- Participating in morning dealing room, meetings and Advising client on market movement from time to time
- Building relationship with domestic HNI and Corporate investors and communicating research views and macro investment them
- Advising customer on their investments & guiding them on basis of research reports.
- Understanding the client's requirement & their investment pattern

**ACADEMIC PROJECT****Project executed during Masters in Financial Markets (2006- 08)****Organization** : Anand Rathi Securities**Duration** : 3 months**Project Title** : Mutual Fund a Rise of New Era**QUALIFICATION****MBA- (Financial Market)** Institute of Technology & Management -IFM, Navi Mumbai 2008**B.Com** University of Allahabad 2006**PROFESSIONAL CERTIFICATIONS**

1. JAIB-conducted by Indian Institute of Banking and Finance.
2. SAP, SAP Receivable and SAP Payable

**PERSONAL DETAILS**Date of Birth : 2<sup>nd</sup> August 1985

Marital Status : Married

Present Address : E-1101, Homes 121 Sector 121 Noida, U.P. Pin code: 201307

**Date:****Signature:**