



## CMA Rupali Yadav

### Budget Cost Controller

## SUMMARY

Over an 8 year career in finance and accounts, working in Gurgaon location. Leveraging extensive experience and expertise in financial analysis and strategic planning to drive financial performance, enhance decision-making, and support organizational growth.

## PROFILE & SKILLS

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New Delhi

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## PROFESSIONAL BACKGROUND

2018 - CMA qualified

## ACADEMIC BACKGROUND

2017 - B.com - Hansraj  
College, Delhi University

2014 - 12th - CBSE, Delhi

2012 - 10th - CBSE, Delhi

## SKILLS

- ❖ MS Excel Advance Level
- ❖ Power BI
- ❖ Budgeting and forecasting
- ❖ Fund Management
- ❖ Costing
- ❖ Taxation – TDS, GST, UK VAT, Corporate TAX
- ❖ FP&A
- ❖ Finalisation of books- Balance Sheet and Profit & Loss
- ❖ IFRS
- ❖ ZOHO CRM
- ❖ Quick Books
- ❖ SAP FICO

D.O.B. – 06 Mar 1997

Hobbies – Swimming, snow  
skiing and water skiing

## WORK EXPERIENCE

### 1. Digna Private Limited (IPA Indus Parking Services Pvt Ltd) Budget Cost Controller

Period: Since June 2022 (3 times employee of the month in one year)

- Forecasting for the business and sales area, identifying non performing sites.
- Implemented P2P and working capital forecasting
- Identification of Risk and Opportunities and incorporation in outlook
- Prepare and present the financial / management reports and dashboards to Managing Director
- Structuring system for site income reporting and consolidation of reports for useful analysis.
- Team handling and coordinating with Senior Managers of other functional departments for Integrated Reporting
- Site Performance reports analysis and presentation with Power BI Dashboard.
- Financials for Indian and UK companies for other subsidiaries.
- UK VAT, Paye Tax, NEST pension, Annual filings, R&D claims and other UK taxonomy & compliances.
- Indian GST, TDS and finalization of accounts.
- Looking over Indian and UK payroll and compliance check.
- Controlling Internal checks and automation of reporting through ZOHO and Quickbooks.
- Team Handling and maintaining their performance and appraisal reports through staff training matrix and by giving internal learning and development sessions to the team on a regular basis.
- Co-ordinating with the all the functional departments to support them with their financial and performance bonus reports.

### 2. Sterling Oil & Gas Exploration Production Co Ltd,

**Lagos (Oil and Gas Industry)**

Senior Finance Officer (Forex & Local)

Period: Mar 2019 to May 2022 (3 Years 2 months)

- Identifying opportunities to add value to business operation. This will include driving efficiencies in the work area to speed up and improve the quality of output, identifying and introducing new quality reports that add benefit to the overall finance operations, working with other teams in the area to share knowledge and best practice
- Responsible for weekly and monthly Budget Control for multiple currencies.

- Projecting Forex Export Proceeds and local Account receivables.
- Conversion of Financials into IFRS complied annual report.
- Preparation of Corporate MIS reports.
- Maintaining sound system for timely payment for international and local vendors.
- Worked on different platforms for payments including SWIFT (International) & NIBBS (for local).
- Verifying the terms related to BG, LC and correspondent to the bank.
- Audit support and maintaining adequate backup and ensure data integrity
- Team appraisal for seven staffs for Account Payable and Account Receivable operations.

### **3. HUDCO LTD Corporate Office. NBFC - Central Govt. Undertaking**

Period: 10th Aug'17 to 3rd Aug'18 (1 Year on Contract Basis)

- Preparation of Monthly Asset Liability Management Report & other MIS Reports.
- Preparation of Monthly and Quarterly Statements of Profit and loss & Balance Sheet
- Rectification and passing the adjustment entries
- National Housing Bank, CIBIL and SARFAESI Monthly Return
- Assistance in Ind AS Implementations
- Financial Ratio Analysis and Reporting like LTV and ROI etc.
- Bank and Loan Accounts Reconciliations

### **4. Accounts Executive in Mynd Solution Pvt. Ltd. (Multinational KPO)**

Period: 1<sup>st</sup> April'16 to 31<sup>st</sup> July'17

- Bank Reconciliation and Daily Fund position maintenance
- GST Registration and GSTR Filing
- Payment Processing of Vendors.
- Preparation of Balance Sheet, Statement of Profit and Loss & Audit Report
- Income Tax Computation and TDS & ITR filing
- GST Registration and GSTR Filing
- Book Keeping including overall Accounting Entry in Tally ERP9

### **5. M.C. Maheshwari & Co (Audit Firm)**

Period: 1<sup>st</sup> Oct'2014 to 31<sup>st</sup> Mar'16 (1 year and 6 months compulsory by the Institute)

- SEBI Audit, Internal Audit, Tax Audit, Concurrent Audit, Forest Department of Uttarakhand Audit, Statutory audit, Cost Audit, Financial Audit