

PRERNA DHANJAL

MBA(Finance)

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Professional Summary

Finance Specialist with almost 10 years professional experience with large & reputed organizations viz. Barclays, DXC-Technology (Xchanging), Accenture, Genpact India and Vaish & Associates (Chartered Accountant) with varied work experience across diverse service sectors (Pfizer, Coop, IT services).

Qualification Summary

MBA (2 years) – Degree course Sikkim Manipal University (Spl. in Finance) – 2014 First Division

Course	Institute/ School/ College
B. Com (Prog.) 2010	Delhi University
AISSE XII 2007	Guru Harkrishan Public School, Vasant Vihar (CBSE)
AISSE X 2005	

Core Competency

- MIS Reporting & Analysis
- P & L Variance Analysis & Reconciliations
- Month end closing
- Debtors/ Creditors Management
- Leading the team in swift turnaround of critical activities during month end
- Month end appraisals with the stakeholders

Work Experience: 10+ years

❖ Barclays: Assistant Manager – Record to Report

Apr 2022 – Jan 2023

As an Assistant Manager, responsible for execution of following mandates / tasks:

- Supervision & monitoring the performance of the team members to ensure efficiency & timely completion of monthly & quarterly activities
- Review and Posting Journal Entries (AP and AR accrual, Prepaid, Re-class, Intercompany, Adjustment Entries, Foreign Exchange Entries etc.) after analysis
- Monthly review of Bank reconciliations and suggesting action plans to clear the open items
- Documentation of SOPs and process map
- Actively engaging with the team to have effective internal control reviews
- Resolving any discrepancies and aged items related to Bank beyond the tolerable limit
- Working cross-functionally with other teams like AP, AR etc to gather accounting information for the reconciliations
- Review Profit & Loss Account and closing books without any reservations
- Performing Variance Analysis & Reconciliations for GL accounts
- Monthly MIS reporting, Dashboard presentations for the management

❖ DXC Technology (Xchanging): Team Lead – Record to Report

Mar 2018 – Jun 2020

As a Team Leader, responsible for execution of following mandates / tasks:

- Reconcile & Review the Reconciliations of IC loans, Debtors, and Creditors, identifying and thoroughly investigating any discrepancies and taking the proper corrective actions to resolve them.
- Analyze & monitor key performance metrics (KPI) and use the data for benchmarking reports on a monthly, quarterly and yearly basis.
- Overseeing & supervise the day-to-day operations of the team and their roles and responsibilities.
- Prepare Statutory Reconciliations & proposing adjustments for all Entities across DXC for Auditors.

- Preparation of DXC/Xchanging Mis-match reports across all entities for research & resolving the variances.
- Perform extensive analysis & propose needed action items such as reclass/write-off entries for Intercompany Payroll, Bank, etc.
- Book incoming invoices and communicate with vendors and internal approvers of invoices
- Conduct month-end, quarter-end and year-end close processes to verify all entries are posted, ensuring completeness, accuracy and cohesiveness of information.
- Working cross-functionally with other business teams from Bangalore, Chennai & Pune to gather accounting information for the reconciliations and to create SOPs and update them at regular intervals
- Review Profit & Loss Account and closing books without any reservations
- Performing Variance Analysis & Reconciliations for GL accounts
- Recording transactions for Accruals, Prepayments, Deferred Revenue/ Expense Entries
- Monthly MIS reporting, Dashboard presentations for the management

❖ **Accenture Services Pvt. Ltd.: Subject Matter Expert**

Apr 2013 – Oct 2014

Worked as a Subject matter expert in R2R team for UK based client named COOP which is one of the retail chains in Denmark.

- Review Profit & Loss Account and closing books without any reservations
- Performing Variance Analysis & Reconciliations for GL accounts on Ms Access/ Ms Excel
- Recording transactions for Accruals, Prepayments, Deferred Revenue/ Expense Entries
- Monthly MIS reporting, Dashboard presentations for the management
- Month End BAU Activities involving Investigation of open items in balance sheet and their resolution, further handling adhoc queries
- Debtors/ Creditors Ageing reports
- Fixed Asset & Depreciation review
- Taking monthly calls with clients for Month End Performance Review and Closure

❖ **Genpact India: Process Developer**

Oct 2011 – Apr 2013

Worked as a Process Developer in R2R team for a client named Pfizer which is one of the leading Pharmaceutical Company, with headquarters based in Memphis.

- Reconciliations for Bank Accounts and GL Accounts & look resolution for open items
- Processing of journal entries to general ledger for all Bank Accounts on Oracle & SAP
- Root Cause Analysis for the open items on daily basis
- Analyze the critical cases based on their aging & materiality
- Working with different teams like AR/AP & advising them to follow up with their customers/vendors for settlement of dues on the basis of AR/AP aging reports
- Discuss major reasons during weekly calls with client

❖ **Vaish & Associates, Chartered Accountants: Audit Executive**

Jan 2008 – Sep 2011

Worked as an Audit Executive for 3 years and 6 months since January 2008

- Planning, Execution and finalization of Statutory Audit and Tax Audit of Companies
- Preparation of fixed assets register and accounting for fixed assets
- Preparation of TDS Returns, Filing of Income Tax Returns (Manual and E-Return Both)
- Monthly accounting and closure of books
- Computation of income & advance income tax

Computer Literacy

- MS-Office (Excel, Word, Power Point)
- SAP, Cadency, Oracle, HOST & Tally 7.2 & 9

Personal Details

Father's Name: Mr. Kuldeep Singh

Date of Birth: Sep 03, 1989

Languages Known: English, Hindi & Punjabi