

NIKITA AGRAWAL

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CAREER SUMMARY

- Currently working as Accounts Executive for Singapore based organization(remote job)- Linuxpect Pvt Ltd.
- 1.5 years' experience as Operations Support Specialist (India General Accounting) - Cerner Healthcare Solutions Limited.
- 1 year 4 months as a Tax Analyst in the area of Business Tax Compliance for Hedge Fund Partnership Entities- Ernst and Young GSS Private Ltd.
- 1 year experience as a Fund Accountant for Hedge Funds in the UK Fund Accounting Team- Northern Operating Services Private Ltd.

WORK EXPERIENCE

Organization Name: Linuxpect Private Ltd.

Designation: Accounts Specialist

Duration: August 2020 till present.

Role and Responsibility:

- Work as an accounts specialist (AP/AR) for Singapore based company.
- Work on Employee database, hiring procedure and payroll of employees.
- Preparing invoices on a monthly for client billing.
- Update daily/monthly/yearly account activities on Quick books Online.
- Prepare Final accounts and Annual report for company for financial year.
- Work on Google sheets, docs for daily tasks.

Organization Name: Cerner Healthcare Solutions Pvt Ltd

Designation: Operation Support Specialist

Duration: March 2014 to November 2015.

Role and Responsibility:

- Worked as an Expense auditor for travel expense of employees.
- Audit expense reports for Associates on a daily basis.
- Handle travel reimbursement for US associates traveling worldwide Cerner Corporation.
- Handle Service Requests raised by associates in US for any travel related queries.

Organization Name: Northern Trust Operating Services Limited

Designation: Fund Accounting Analyst Hedge Funds

Duration: One year (September 2011 to July 2012)

Role and Responsibility:

- Exhibited quality based work by timely delivery and learning about the procedure of valuation which included reconciliation of custody, broker and client reports, raising audit queries for resolution of any exceptions in NAV deliverables.
- Analysis and booking of daily trade activities of stocks involved in fund portfolio.
- Calculation and Analysis of Daily Net Asset Value for the Hedge Funds.
- Examined portfolio transactions and tracking pre and post live market activities of funds.
- Complete daily reporting of funds to custody requirements.

- Delivering scheduled tasks such as Expense Analysis, Dividend Payment diaries and Trustee Queries on a monthly basis for the clients.

Organization Name: Ernst and Young Global Shared Services

Designation: Tax Analyst (Financial Services Industry) – United States

Duration: 1 year & 4 months (April 2010 to August 2011)

Role and Responsibility:

- Worked as tax analyst for United States Partnership firms and Corporations in Financial Services Industry focusing on hedge funds.
- Worked on preparation of partner summaries (K-1s) and tax returns for Hedge Fund Partnerships based in the US.
- Responsible for undertaking projects of US clients for tax calculations.
- Preparation of returns for Federal and States using software specially developed for this purpose.
- Prepare work papers using Balance sheets and financial data of mutual fund portfolio.
- Analysis of cash flow statements and accounting data of Funds assigned.
- Worked directly with managers from overseas locations for client projects.
- Evaluate financial source documents and statements provided by the client.

EDUCATIONAL QUALIFICATIONS

- Master in Business Administration - Finance - ICFAI University, Bangalore, 2008-10, CGPA – 8.78/10.
- Bachelor of Business Administration - Finance - Prestige Institute of Management & Research, Indore, 2005-2008, Scored 64%.
- Pre-University Education - Scindia Kanya Vidyalaya, Gwalior (C.B.S.E.) - 2005, Scored 83%.
- Secondary School - Delhi Public School, Guna (C.B.S.E.) - 2003, Scored 62%.

ACHIEVEMENTS & AWARDS

- Awarded Extra Miler Award (Appreciation award) for performance in projects in Ernst & Young.
- Secured 2nd Rank in Semester I, II and III (MBA) and awarded National Scholarship for 3 times in a row.
- Won 2nd prize in Inter College paper presentation on CSR in India.

PERSONAL DETAILS

Date of Birth : 2nd September 1987

Nationality : Indian

Languages known : English, Hindi

Reference: Available on Request