

CONTACT

- dpoojak5@gmail.com
- +91 82478 55138
- Chennai, India
- [HTTPS://WWW.LINKEDIN.COM/IN/POOJA-D- 6B7282210](https://www.linkedin.com/in/pooja-d-6b7282210)

CORE COMPETENCIES

- Zoho books, Quick Books, Tally ERP, TallyPrime, Genius, E-Filing, Compute tax, Kdk, C dot, Sap (Learning), Qlik view (Beginner).
- Corporate tax planning
- Payroll
- Tax return filing
- Statutory Compliances
- MIS
- Budgeting and cashflow analysis

EDUCATION

S.V. University, MBA – 69.9 CGPA

S.V. University, B.com – 8.06

CGPASSLC -95%

HSE -85%

SKILLS

- Communication Skills
- Leadership
- People Management
- Listener
- Prioritization & planning
- Team player
- Attention to Detail
- Time keeping
- MS Office – (Word, Excel and PPT)

Language

- English
- Telugu
- Tamil
- Hindi

Pooja D

Multifaceted Finance and Accounts professional offering over 4 years of rich experience in startup, corporate finance and statutory compliances, Taxation (Direct & Indirect), Auditing, RBI Compliances, Accounts receivable and payables, Book keeping, Payroll processing, preparation of MIS statement, Day to Day accounts, end to end financial operations

EXPERIENCE

Finance & audit Executive – PAA & Associates

Nov 2021 - Present

- Handling different types of clients and consulting them with tax benefits.
- Preparation of Fund requirement, **Fund utilization analysis**, fund projections for the future operational and investing activities, Budgeting, **Monthly and weekly MIS**, cashflow analysis
- Completed **account reconciliations** to review and clear balance sheet control accounts on monthly basis, maintaining documentation to support audit.
- Trained staff in Zoho and company procedures, increasing team productivity and efficiency.
- Maintaining **accounts receivable** and **accounts payable** for the company
- Delivered **monthly close process**, tracking transactions, and preparing required journals.
- Assisted in planning, preparing, and delivering statutory reports, publications, and **internal and external audits**, meeting tight timelines.
- Various **compliances** under Income tax Act 1961, GST Act, EPF, ESI, registration of startups, and IE Code
- RBI Compliance in FC- GPR, FC -TRS, & Compounding Application.
- Identified and implemented process changes to improve reporting time and quality.
- Supervised **payroll**, electronic deposits and employee pay adjustments.
- Sole responsible for filing **GST Return, TDS return, PF filing, ESI filing** and other Labor law compliances.
- Preparation and filing of Income tax return. Reply to Income Tax Notices.
- Manage to get Nil tax or Lower Deduction Certificates.
- Filing 15ca & 15cb, Preparation of **Valuation report** using DCFF method and Financial Projections.
- Coordinated in conducting **Statutory & Compliance Due Diligence**, Investor Due Diligence
- Different Types of Registration Like Trade Mark, Logo mark, Gst
- Statutory Compliance, Roc Filings, Share allotment, Share Transfer workings and report it to Roc with in due dates

Finance & accounts Associate – AISWARYAM & Associates

Dec 2020 – Oct 2021

- Preparation of **books of accounts**, passing accounting journal entries for day - to-day transaction, preparing accounts reconciliation statement, processing payroll for employees, analyzing **cash flow statement** of companies.
- Accounting for **periodic closure** of projects.
- **Analyzing client business**, interpreting related laws, and helping the client compliant under various law

Audit & accounts assistant – BKS & co

July 2018 – Aug 2020

- Book keeping, Gst filing, Tds filing, Monthly reporting, Sox Standards(basics)
- Worked on various compliance like Employee benefits, Reporting Portal.
- Statutory Compliance, single handed in Vouching & auditing.
- Inventory handling, Fixed Asset Accounting, Branch accounting

