

Lavanya. R

Senior Financial Analyst

Summary

Finance & Accounting professional, a Certified SAP FI Consultant with 8 years of experience in managing accounts of multiple regions successfully, poses Strong knowledge of recording until reporting & taxation.

Ability to lead the team and train people on bookkeeping procedures and accounting techniques, I am a goal oriented, Self-starter worked under tight deadlines and completed the tasks with accuracy, maintained good relation with clients and co-workers.

Technical Skills

ERP: SAP R/3 ECC 6.0,

Operating System: Windows 2000 / XP / 7,

Office Tools : Microsoft Office, Tally ERP 9.0, Microsoft Navision

Achievements

- Received twice the "Employee of the month" award.
- Implemented new CIT recon procedures that resulted in \$10,000 savings in a year.
- I have been recognised for my contribution many times by managers, business counterparts, stakeholders and by peers for effectively assisting them with Process related issues and providing the required output on time.
- Cleared the SAP FI Certification in one attempt

Experience

Senior Financial Analyst, Morgan McKinley Services Pvt. Ltd., [Mar 2021 – till date]

Key Roles and Responsibilities:

Contact

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Skills and Abilities

- Good analytical and problem solving skills
- Ability to work in a team
- Ability to Multitask
- Good Customer Relations

Education

Master of Commerce : APS College of commerce -66.00% (1ST Class)

Bachelor of Commerce: SSMRV Degree College- 75.10% (1ST Class)

Certification

- C_TFIN52_66 Application Associate - Financial Accounting with ERP 6.0 EhP6.
- SAP FI with e SAP FI with extensive training on IDES-ECC 6.0 software.
- Problem driven Iterative Adaptation ,
- Harvard university, Boston

Training

- Foundation Technical Training @ IBM,
- SAP FI Training C_TFIN52@SAP Education,
- Fast Track Training@ IBM

- Prepare journal entries, and any related analysis, including variance analysis of budget vs actual results for assigned areas, providing explanations of the causes of any variances.
- Coordinated the full month end procedure, including preparation of balance sheets, income statements, and cost of sales or GP statements.
- Prepared reconciliations for monthly closings.
- Managed and supported junior accountants and provided them with accounting advice.
- Ensured accuracy of revenue and expense accounts.
- Invoice uploading in the bank portal on weekly basis.
- Drawdown of amount from the bank to meet monthly expenses.
- Reconciliation of temp fee of UK on week on weekly basis.
- Reconcile and analyse general ledger accounts.
- Calculate Staff commissions monthly to meet payroll timetable.
- Monitor supplier AP supplier invoices are approved and paid within terms & ensure payments are applied and supplier accounts reconciled.
- Review & Analyse accrued income reports & aged debtor's reports.
- Bank Reconciliation & posting bank and petty cash journals.
- Ensure all SLA's are met with in the agreed timelines
- Providing alternatives and recommendations to reduce costs and improve financial performance.

Tax & Statutory Compliances

- Responsible for tax compliance of Canada VAT taxation reconciliation and filings and payments are done within regulatory deadlines.
- Assist in the management of Statutory Audits ensuring clean audit has to be done by providing all the required documents.

Senior Accountant, NES Fircroft [Feb 2019 – Sep 2021]

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- Prepare journal entries, and any related analysis, including variance analysis of budget vs actual results for assigned areas, providing explanations of the causes of any variances.
- Coordinated the full month end procedure, including preparation of balance sheets, income statements, and cost of sales or GP statements.
- Prepared reconciliations for monthly closings.
- Managed and supported two junior accountants and provided them with accounting advice.
- Ensured accuracy of revenue and expense accounts.
- Reconcile and analyse general ledger accounts.
- Calculate Staff commissions monthly to meet payroll timetable.
- Monitor supplier AP supplier invoices are approved and paid within terms & ensure payments are applied and supplier accounts reconciled.
- To provide any adhoc reporting or financial assistance as and when requested by the Commercial, HR, Financial Controller & Operation team.

Tax & Statutory Compliances

- Responsible for tax compliance of Poland, France & Denmark ensuring that corporate tax, wage tax & VAT taxation filings and payments are done within regulatory deadlines.

- Sending all the documents on monthly base for CIT & VAT calculation & do the reconciliation.
- Assist in the management of Statutory Audits ensuring clean audit has to be done by providing all the required documents.

**Finance & Admin Business Associate (SAP FI Consultant), IBM India Pvt Ltd,
Bangalore [Sep 2017- Feb 2019]**

Key Roles and Responsibilities:

- Configured GL Master records preparations, document number ranges, posting periods variant, tolerance group, opening and closing posting periods, field status group, document types, posting keys L-Customizing of enterprise structure, Financial Accounting, global setting, General ledger accounting.
- Accounts Payable-Configuring and customizing vendor accounts group, vendor master data.
- Accounts Receivable- Configuring and customizing Customer account group, customer master data & configuring dunning areas and dunning procedure.
- Good knowledge of key financial accounting process & SAP Finance organization structure
- . Resolving end user issues in the areas of FI (GL, AP, AR), Interact with users & solve their problems and prepare support documentation.
- Monitoring & assigning tickets on daily basis.
- Preparation of test scripts for testing, Preparation of functional design for the business requirements for roll out projects and Coordinating with technical consultants for custom reports

Finance Executive, Samasta Microfinance Ltd, Bangalore [Dec 2014 - Sep 2017]

Key Roles and Responsibilities:

- Monitoring & posting day to day accounting entries & Posting Payable, Receivable, Contra and Journal entries in Tally.
- Preparation of Bank Reconciliation Statement on day-to-day basis.
- Preparation of invoices & ensure that amount received from customers.
- Responsible for tax compliance ensuring that all TDS, Service tax & advance tax and other relevant statutory or taxation filings and payments are done within regulatory deadlines.
- Responsible for TDS return filing (24Q&26Q) and Monitored TDS Refund from banks and financial institutions, Production of Periodical reporting to Banks, financial institutions each month.
- Preparation and submission of Project report & financial details to financial institutions for appraisal of term loan, Insurance claiming, Preparation of insurance report.
- Assist in the management of Statutory Audits ensuring clean audit has to be done by providing all the required documents.
- Analysing business process, conducting trend/ratio analysis to fine tune decision making

.....Lavanya R

Bangalore