

Nidhi Sekhri

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Confident, high-energetic individual with **nearly 13 years** of experience; targeting assignments in **Finance & Accounts** with an organization of repute, managing financial accounting, receivables & payables management, preparing ledger books, reconciliation (receivables and payables) and finalization of accounts
Location Preference: Delhi /NCR

Profile Summary

- Proficiency in managing financial accounting, receivables & payables management, preparing ledger books, reconciliation (receivables and payables) and finalization of accounts
- Handling End to End DCO model
- Monitored and reviewed the existing GST, TDS compliance process, identified gaps and communicated the same to relevant managers for corrective action
- Possess significant leadership experience resulting in better financial performance and enhanced systems for higher performance of the team
- Proven capabilities in Financial Analyst with detailed revenue & cost drivers leading to preparation of P&L, balance sheets, cash flow statements and charts & reports and discounted cash flow based business valuations
- Proven capability to improve operations, impact business growth & maximize profits through achievements in finance management, cost reductions, internal control & productivity improvements
- Strong analytical & organizational capabilities with skills in formulating accounting systems and preparing accounting records/financial statements

Core Expertise

Finance & Accounts| Accounts Receivable & Payable| Variance Analysis | General Accounting| Operation Management| Inventory Management| Vendor Reconciliation| Direct & Indirect Taxation| MIS/ Reporting| Revenue Recognition| People Building & Leadership

Professional Experience

- Since Dec21 : Accountant with Gigforce Private Limited
- Oct’20 - Dec 21 : Assistant Manager Accounts with Treasure Vase Ventures Pvt Ltd.
- May’17- Aug 20 : Sr. Finance Executive with Paras Lubricants Ltd.
- Aug’10 -Sep 16 : Sr. Admin and Accounts Executive with Arvind Estates Pvt. Ltd

Key Results Area:

- Generating Purchase Order, Sales Invoices & Eway Bills
- Calculate monthly Revenue and Profit & Loss and Prepare MIS
- Uploading Payments on Bank Portal
- Reconciliations (Bank, Debtor, Creditor Wallets (Razorpay & Paytm), Inter Company, Inter Branch, etc)
- Preparing & filing of TDS, GST returns and Reconciliation.
- Coordinating with CA / Auditors for carrying out Audit
- Handling End to End DCO and Delivery model
- Coordinating with Team and Ground staff.
- Follow ups with transporter for timely delivery
- Drivers Loan disbursal from NBFC and maintaining their EMI schedule
- Internal Software Management
- EMI Management of DCOs’, NBFC’S and Banks

Education & Professional Development

M.Com from Indira Gandhi University
B.Com from Delhi University (School of Open Learning)

Technical Skills

- Tally ERP 9, TCS ION, Monday.com, Comptax, Webtel, Genius, MS Office (Word, PowerPoint and Excel), and Internet Applications

Personal Details

- Date of Birth: 18th Nov,1988
- Languages Known: English and Hindi
- Permanent Address: D2A/92A, Janakpuri, Delhi -110058