



Priyanka Joshi Dabholkar

Profile :

Accomplished and highly motivated Finance & Accounts Manager with 6+years of experience in book-keeping and accountancy, financial planning and analysis, taxation seeking to utilize my skills for the betterment of the next team I join. Committed to drive continuous improvements for finance operations implementation of process enhancement opportunities

Employment

Manager –Accounts & Finance

March 23- Present

The Paperpine Trades

- Assisting in the preparation, review, and ensuring the filing of various tax returns such as GST, TDS, and PT.
- Coordinating with external auditors during the annual audit process and providing all necessary documents and information.
- Preparing financial reports and statements for management and stakeholders on a regular basis.
- Analyzing and interpreting financial data to identify trends and patterns, and providing recommendations for improvement.
- Assisting in the implementation and maintenance of internal control procedures to ensure compliance with company policies and regulatory requirements.
- Collaborating with other departments and cross-functional teams to resolve accounting and financial-related issues.
- Participating in the development and implementation of accounting policies and procedures.
- Assisting in the preparation of budgets and financial forecasts, and monitoring actual financial performance against budgeted targets.
- Keeping up-to-date with accounting principles, regulations, and industry trends to ensure compliance and best practices.
- In charge of multiple payroll processes, prepared monthly payroll for employees, and managed and organized confidential documents and files.

Manager –Accounts & Finance

Apr 2021- Present

Analab Capital

- Post – general ledger “record” accounting such as assistance with trial balance, P&L & BS for Indian and International ventures.
- Preparation of cash flow and monitoring the variations.
- Record all accounting records and financial statements that are transacted and authenticated by the company in a financial year.
- Preparing and Processing Share transfer.
- Oversaw and was in charge of multiple payroll processes, prepared monthly payroll for 50+ employees, and managed and organized confidential documents and files.
- Payroll Processing Including Time and Attendance Reports.
- Reconciliation of the payroll records with accounting system and filed returns (ensures correct amounts are recorded in General Ledger).
- Handling banking activities like, Bank Guarantees, Bank Reconciliation, purchase payments etc.
- Maintained cash logs, produced detailed reports, and processed all payments.
- Preparing and processing broker commission
- Overseeing the process, monitoring, & approval of all Payables & Receivables
- Leading meetings with auditees in order to understand all internal business processes.
- Collected and analyzed the company's financial data and results and worked on the development of monthly financial forecast.
- Preparation of periodic budgets & ensure adherence to the budget for a specific department, projects, & business needs.
- Significantly improved the budgeting processes, worked closely with financial advisors and other industry professionals, and performed other tasks as required.

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DOB

18th Oct 1989

Address

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Plot No 14 Sector
15,Sanpada,Navi Mumbai

Education

MMS (Finance)

NCRD's Sterling Institute of
Management
2011-2013

BMS (Finance)

K V Pendharkar College of Arts
Science & Commerce
2007-2010

Skills

- Financial Reporting & Analysis
- Payroll Process
- Market Analysis
- Tax Preparation
- Account & Ledger
- Reconciliation
- Time Management

Executed Project

MMS (Finance)

Impact of Inflation on Foreign
Exchange

BMS (Finance)

Waste Management

- Assisted the Lead Auditor in planning and managing audit mandates, including documentation of work performed, management of costs and time for the mandates.
- Preparation, review, & ensuring filing of tax Returns – GST, TDS, PF & all other compliances.
- Developed and implemented new processes and procedures which led to a significant decrease in tax liabilities.
- Prepared quarterly management reporting decks detailing business performance & forecasting for the Senior Leadership team.
- Fixed Assets and Inventory control.

Executive – Clients Market

Sept 2018-Mar 2020

KPMG India Service LLP

- Automate and develop MIS & Reporting of financial results using multiple databases, financial reporting systems.
- Maintaining and updating data-base sector wise & service wise in Ms- Excel.
- Updating sector credentials, testimonials, Indian audit & non-audit clients & sector events/ key initiatives.
- Coordinating with Sector Head requests & maintaining records to provide any information on time.
- Scheduling all the monthly/ quarterly meet with Sector Heads & drafting the minutes for the same.
- Maintaining Management Letters. Ensuring that the management letters are issued immediately after the ACM in respective quarters to all the listed clients in all KPMG pan India branches.
- Tracking of monthly TL(Thought Leadership) circulation as well as quarterly ACM TL circulation.
- Ensuring hard copies are circulated to clients on a timely basis on a PAN India level.

Assistant – Accounts and Administration

Apr 2014-Aug 2018

Trigenesis Chemicals Private Limited

- Managed monthly forecasting of revenue, expenses and working capital requirements.
- Analyzed business performance against budget to identify variances and recommend corrective actions as needed.
- Develop and implement financial plans for the company, including annual budgets, long-term strategic planning, and quarterly forecasting.
- Conducted in-depth analysis of financial statements and other financial data to produce actionable insights for senior management.
- Created Excel-based models for forecasting future revenue, expenses, and cash flow.
- Maintained consistent relationships with auditors and represented the company during audit checks.
- Prepared multi-state tax returns in compliance with central and state law.
- Researched tax regulations and implemented tax strategies to minimize the financial risks of the company.
- Maintained consistent relationships with auditors and represented the company during audit checks.
- Manage/coordinate daily import and compliance activities including entry submissions, audits, import freight analysis.
- Order processing (Inc. Order receiving, inventory check, information feedback, space booking)
- Document preparation (including invoice, packing list, Bank transactions,15CA,15CB.)
- Prepared and analyzed monthly benchmarks and reports for the company's inventory costs and sales.
- Evaluated customer input about products to develop inventory and product purchasing strategies

Internship : Pinnacle Biomed Private Limited

- Developed a comprehensive financial plan that included cash flow projections, balance sheet management and debt capacity analysis.
- Managed monthly forecasting of revenue, expenses and working capital requirements across all business units.
- Coordinated with internal departments (e.g., Finance & Accounting) to develop reports that are used throughout the organization and externally

Achievements

Analoh Capital:

Promoted from Assistant Manager to Manager before within a year span.

KPMG:

Bagged the Rising Star Award in Dec 2018 for showcasing extraordinary performance..

Professional Skills

MSCIT
MS ACIT
Advance Excel

Languages

English

Hindi

Marathi

Hobbies

Siniging
Playing Piano
Painting