**J Hemamalini**  Plot No. 40, Ground Floor G1

hemamalini.jc@gmail.com Mahalakshmi Nagar, 8th Street, IND+91 +91 75500 93421 Adambakkam, Chennai - 600 088

**CAREER OBJECTIVE:**

To obtain a position where, I will be able to use my strong organizational skills, educational

Back ground and ability to work well with people.

Organisation Name : Newgen DigitalWorks Private Limited

Position : Assistant Manager

Duration : May 2015 – Present

1. Preparing Financials statements for standalone and consolidated and co ordinating and completing stat audit and tax audit with auditors ( KPMG) .

2. Checking on overall statutory payments like service tax/GST, TDS & payroll related works like PF, ESI & PT are done on time for Indian Companies.  
3. Reviewing AR/AP on monthly basis.  
4. Data Migration and implementing of accounts in New Software  
5. Preparing Financial Statement & dealing with Auditors for Yearend closure  
6. Preparing Budgets after discussing with all teams & assist with CFO in operational reconstruction if any.  
7. Analyzing the variance on Actuals & Forecast & send a detailed report to management about Companies performance. Analyzing Balance sheet & P&L with help of Ratio Analysis and reporting the same to management.  
8. Competitor's analysis are prepred ( Financials comparison).

Organisation Name : Norwest Industries Limited (Listed Company)

Position : Accountant

Duration : August 2012 to March 2014

1. Managing full Books of accounts.  
2. Assist in Preparing consolidated MIS, and write a detailed report.  
3. Finding the variance on Actuals vs Budgeted  
4. Assist in Consolidating Balance sheet for every quarter.  
5. Managing Related-party transactions of Norwest with 11 fellow subsidiaries & 22 subsidiaries  
6. Managing Intercompany reconciliations, account receivables & payables and bank reconciliations.  
7. Responsible for finalizing of management accounts of 2 fellow subsidiaries and 1 subsidiary of  
Norwest.  
8. Assisting senior management in consolidation during quarterly and year end audits (Ernst & Young)  
9. Dealing with Bankers to get facilities like LOC, Factoring, Bills Discounting & Trust receipts.  
10. Have worked with Multi cultured People.

Organisation Name : Ocean Force Enterprise HKG Limited

Position : Assistant Accountant

Duration : July 2011 – July 2012

1. Reconciliation of Banks every month end
2. Prepare Invoices for customers and follow up for payments
3. Handling Bills Discounting, I-Factoring, Forward Contracts, Import Bills Advices
4. Preparation of TR & Bills Discounting Outstanding Every month
5. Maintenance of GL

EDUCATIONAL BACKGROUND

**PROFESSIONAL GRADUATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution |  | : | Associate of Certificate Chartered Accountancy |
| Position    **POST GRADUATION** |  | : | Pursuing |
| Level |  | : | M. COM. (Commerce) |
| Field of Study |  | : | Commerce |
| University |  | : | Allagappa University |
| Year of Completion    **UNDER GRADUATION** |  | : | June 2013 |
| Level |  | : | B. COM (Commerce) |
| Field of Study |  | : | Commerce |
| University |  | : | Ethiraj College for Women |
| Year of Completion    **HIGHER SECONDARY** |  | : | June 2011 |
| School |  | : | Vel’s Vidhyashram Higher Secondary School |
| Group |  | : | Commerce |
| Year of Completion    **SECONDARY** |  | : | March, 2008 |
| School |  | : | Prince Matriculation Hr. Sec. School |
| Year of Completion    **COMPUTER SKILLS** |  | : | March, 2006 |
| SAP ERP |  | : | Excellent |
| MS OFFICE |  | : | Proficient |
| Tally    **PERSONAL DETAILS** |  | : | Good |
| Age | : | 27 Years | |
| Date of Birth | : | 15.09.1990 | |
| Marital Status | : | Married | |
| Gender | : | Female | |
| Nationality | : | Indian | |

# DECLARATION

I hereby declare that the above mentioned information is true.

**Place** : Chennai

**Date** : 23rd Sep 2020

**(J.HEMAMALINI)**

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