**RESUME**

**Anita Hegde**

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| **SUMMARY** |
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* 6.4 years of work experience in the field of Accounts & Finance.
* M.Com. from Karnataka State Open University, Mysore.
* B.Com. from MES College of Commerce Sirsi, Karnataka University, Dharwad

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| **OBJECTIVE** |
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To seek challenging and growth oriented position in an environment where my knowledge can be shared and enhanced, to integrate my skills and specialized knowledge with dynamic streamline in an organization, which ultimately gives rise to achievement of the organizational objectives.

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| **CAREER CONTOUR:** |
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**1.Working with :**

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| Ankyah Infinity Private Limited | Senior Executive-Finance | 11.04.2022 to till today |

* Preparation of Cash flow statement and presenting on a weekly basis with BOD.
* Preparation of Recovery Tracker-Updating all receivables, payables on a timely basis and sharing the same with BOD.
* Preparation of PO Register.
* Payment follow-ups with customers based on aging.
* Interaction with customers so as to recover collection.
* Involved in timesheet collection and verify invoice.
* Process of Vendor payments and invoice processing.
* Preparation of MIS reports-From TB prepare P&L and share with BOD.
* Preparation of Expense Report, Revenue Report, Costcentrewise reports.
* Checking and verifying entries in Busy.
* Check Timesheets of Freelancers and raise Invoice based on efforts.
* Payments-salary ,statutory, vendor payments and F&F on time.
* Maintaining Asset Tracker and moved to HR One software-Interaction with employees, tracking assets, interacted with HR One people and successfully uploaded data in to software.
* Preparation of MSA draft, sharing with customers to sign and collecting the same. To make sure proper billing are happening as per MSA.
* Interaction with bankers about increase CC limit, Insurance and daily payments and receipts regarding.
* Intimation to Management about project closure in advance(Project Visibility) so as to alert Sales team to increase sales.
* Preparation of slides of F&A and present in MMR.
* Co-ordination with auditors for auditing.
* Projection of Revenue and Expenses by obtaining data from Sales, HR and other teams.
* Review of P&L, BS items in Busy, reconcile ledgers.
* Preparation of Commission process, maintaining Commission tracker.
* Preparation of Balance Sheet.

**2.Worked with :**

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| **Previous Organization** | **Designation** | **Working Period** |
| AEON Learning Private Limited | Accounts Executive | 22.04.2014 to 23.04.2015 |

**Roles & Responsibilities in Finance & Accounts:**

* Monitoring bank transactions and preparing BRS, MIS and monthly closure of books of accounts.
* Tracking receivables and accounting the same on day today basis.
* Preparing Cashinflow and outflow statements so as to help the management in planning.
* Accounts Payables based on funds availability so as to maintain smooth functioning. Preparing cheques, banking and handling multi currency payments.
* Salary, TDS and all statutory payments.
* Preparing invoices in Tally ERP.
* Interacted with universities so as to get collections on time.
* Interacted with banks, employees, other departments and vendors.

**3Worked with ;**

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| **Previous Organization** | **Designation** | **Working Period** |
| Pearson Education India Pvt Ltd | Accounts Executive | 30.04.2012 to 12.04.2013 |

**Roles & Responsibilities in Finance & Accounts:**

* Monitoring all bank transactions and preparing Bank Reconciliation Statements.
* Monitoring funds inflow and outflow.
* Preparation of Form 15CA and other necessary documents for Foreign Payments.
* Accounting of day to day transactions.
* Accounting of receipts and payments (multiple currency) in Tally ERP.
* Salary, TDS and Statutory payments.
* Closure of books of accounts on month ends and preparation of Final Accounts and MIS.
* Proper accounting of Forex .
* Accounting and monitoring intercompany transactions :
* Interacted with banks, employees and other Departments so as to handle accounts of Tutor Vista Global Pvt Ltd all alone by sitting far away from it.

**4**. **Worked with :**

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| **Previous Organization** | **Designation** | **Working Period** |
| Records and Data Warehousing Pvt Ltd | Accounts Executive | 12.10.2009 to 22.04.2012 |

**Roles & Responsibilities in Finance & Accounts:**

* Monitoring all bank transactions and preparing Bank Reconciliation Statements.
* Identifying potential areas of cost reduction and initiating various measures to reduce the overhead costs.
* Formulating annual budgeting and conducting variance analysis to determine difference between projected & actual financial results.
* Engaging in pricing and cost decisions.
* MIS (Topline & Bottomline) like Revenue Report, Expense Report, Activity Report, Manpower, Asset Register, Warehouse Optimisation and UtilisatIon Report, Cost Benefit Analysis for new projects etc. as per the requirement of the Management with the help of key data such as funds positions, outstanding receivables, payables etc.
* Co-ordination with other departments like Sales, IT & Operations as supportive function.
* Preparation of Accounts Receivable & Accounts Payable statements.
* Provide accurate and timely updation of Books of Accounts to the management.
* Preparation of Sales Invoices in Oneil Software as per agreements and updating the same with cost center allocation in Tally ERP 9.
* Interacting with customers regarding queries about Invoices.
* Raising Purchase/Lease/Work Orders after obtaining favourable quotations from the vendors. Handling Supplier and Vendors Queries.
* Verifying invoice raised by vendors, Validating all particulars and Processing payments to vendors
* Provide accurate and timely updation of information about funds inflow and outflow to the management.
* Tracking ageing receivables and following up with clients to release payment on time.
* Maintaining score cards for reports and publishing snapshots within the organization.

**5.** **Worked with:**

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| **Previous Organization** | **Designation** | **Working Period** |
| India Book House Pvt Ltd | Assistant Accountant | 03.11.2008 to 30.04.2009 |

**Works handled during the period:**

* Handling Petty cash and submission of daily report to Manager.
* Follow up with the customers for payment and preparation of ageing report.
* Verifying and passing all vouchers.
* Raising the Debit Notes & Credit Notes.
* Maintaining Petty Cash Register.
* Books Invoicing and Inwards Accounting.
* Preparation of Cash Memos.
* Maintaining Cheque Register.
* Accounting of Receipts

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| **QUALIFICATION** |
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**Academic Details**:

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| **Qualification** | **Institute** | **University** | **Year** | **Percentage** |
| PUC | Vidyodaya PU College, Yadalli | Department of Pre-university Education, Karnataka. | 2005 | 76% |
| B.Com | MES College of Commerce Sirsi | Karnataka University, Dharwad | 2008 | 83% |
| M.Com | Karnataka State Open University | KSOU, Mysore University. | 2011 | 59% |

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| **TECHNICAL KNOWHOW** |
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**Operating System** **:** MS- Office (Excel, Word and Power point)

**Financial & Accounting Software**: Tally 9 – ERP, Tally 9.0, Tally 7.2 versions, Oneil,

BUSY Accounting Software

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| **PERSONAL SKILL** |
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* Good organizing and communication skill.
* Keen interest and quick learner.
* Positive Attitude, Determined, High Energies.
* Hard Working, Sincere and Responsible.
* Desire to learn new concepts.
* Ability to work under pressure.

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| **PERSONAL VITAE** |
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Name : Anita Hegde

Husband’s Name : Suhas Hegde

Date of birth : 09th December, 1986

Languages Known : English, Kannada and Hindi.

Present Address : #202,2nd floor,2nd Main,Benaka Residency,

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