**CA ARCHANA G. PURIA E-mail- puria.archana@gmail.com**

**Mobile Number - +91 9833999419**

**Age : 37 Yrs. 510/511, Bhoomi Castle CHS, Link Road, Malad (West), Mumbai – 400064**

**CAREER OBJECTIVE**

To apply my skills and knowledge in a result-oriented manner to contribute to the growth and development of the organization in a continuously improved manner. My ultimate objective includes to add value to growth and development of the organization while maintaining a high degree of learning curve.

**KEY STRENGTH**

1. Team Leader as well as Team Player. Always eager to learn.
2. Strong analytical and problem-solving skills, adaptability to changing environment.
3. Ability to handle multiple tasks and delivering the desired results in a time bound manner.
4. Good Communication skills.

**PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- |
| **Qualification** | **Professional Association** | **Month & Year of Passing** |
| CA-Final | ICAI | May 2012 |
| PCC | ICAI | Nov 2008 |
| CPT | ICAI | Nov 2006 |
| B. Com. | Mumbai University | April 2007 |

**ACHIEVEMENTS**

* Actively drove Transition of EMEA LEC processes from Glasgow to Mumbai
* Central point of contact for project planning with respect to unregulated EMEA entities
* Automation of key quarterly reporting processes with respect to Management accounts
* Actively supported the hiring initiatives by conducting interviews for the analyst and associate group
* Ongoing entity specific initiatives and projects such as Workiva adoption, new product launches etc.
* Nominated for “Best Manager- Ownership and Commitment” in Reliance Capital Ltd. in F.Y. 2014-15
* Awarded for “King of Internal Customers” in Reliance Capital Ltd. in FY 2014-15
* Awarded with Certificate of Achievement in LAP Credit having completed 6 months cross-functional training

**WORK EXPERIENCE**

**Morgan Stanley, Mumbai as Director – Regulatory Reporting/ Legal Entity Controller**

**Duration:** From April, 2020 till date

**Key responsibilities and the Areas of Experience**

* Responsible for FFIEC009 Country Exposure Report and FR-Y6 and FR-Y10.
* Review of statutory financial statements and FR 2314 Federal reporting
* Review of management accounts along with monthly reconciliation of accounts/ balances and variance analysis
* Responsible for maintaining key stakeholder relationships both internally and externally including: external auditors, Product Control, compliance, and Tax,
* Actively drove Transition of EMEA LEC processes from Glasgow to Mumbai,
* Central point of contact for project planning with respect to unregulated EMEA entities,
* Participation in the development of the LEC function in Mumbai, involving Re-engineering and standardization of processes as required,
* Ongoing entity-specific initiatives and projects like Workiva adoption, Automation of key quarterly reporting processes with respect to Management accounts etc.
* Management and development of staff within the Mumbai team.
* Actively engaged in promoting firm values by way of participation in Giving back initiatives, WBA activities etc.

**Balaji Telefilms Ltd., Corporate Mumbai as Senior Manager – Finance & Accounts**

**Duration:** From July, 2017 till April, 2020

**Key responsibilities and the Areas of Experience**

* Responsible for driving the team to Closing of Books of accounts
* Review of Financial Statements as per I-GAAP and Ind AS
* Weekly Costing of shows and reporting the same to the Management
* Reviewing Payments made to Vendors, Artists, DOP, admin etc.
* Liasoning with Statutory Auditors of the company
* Fund Management for the holding company

**Publicis Groupe, Resources India- Corporate Mumbai as Deputy Manager – Finance & Accounts**

**Duration:** From September, 2016 to January 2017

**Key responsibilities and the Areas of Experience**

* Monthly Closing of Books of accounts
* Preparation of Financial Statements and reviewing the same
* Reviewing monthly control checks like Inter- Entity breaks, variance analysis etc.
* Liasoning with the agency to ensure Revenue is booked as per booking module, ensuring proper group reporting is done at Group level

**Reliance Capital Ltd., Corporate - Mumbai as Deputy Manager–Finance & Accounts: -**

**Duration:** From November, 2012 to August 2016

**Key responsibilities and the Areas of Experience**

* End to end Accounting for Operating Lease transactions and VAT transactions
* Filing of VAT Returns and CST Returns for PAN India Branches (Monthly, Quarterly and Annually), Application and Amendment for VAT and CST Registration in different states
* VAT Audit and Assessments, VAT Refund Application, and other Regulatory Compliances for various states under the applicable State Laws of various states
* Lease Disbursements – Ensuring Credit, Legal and Finance compliances
* Assisting in structuring of Lease deals and advising on feasibility of deals from Finance perspective, foreclosure, and Maturity.
* Filing Notice u/s 138 for default cases and End to end Accounting for Operating Lease transactions and VAT transactions
* Financial Reporting in Notes to Accounts as per AS 19
* Migration of Data from SAP to Lease Wave System
* Liasoning with Auditors (Statutory and Internal Auditors) of the company
* Reporting MIS i.e. Credit Risk Exposures, Top Exposures, RMC Meeting data, Treasury Data, KRI, ALM, Yield Working and other ad-hoc requirements
* Regulatory Compliances i.e. NHB Return – Monthly, Quarterly and Half Yearly
* Experience of handling a team under the role.

**F.A.S.T. Solutions (India) Pvt. Ltd. - Officer:-**

**Duration:** From July, 2012 to October, 2012

**Key responsibilities and the Areas of Experience**

* Statutory Audit, Preparation & Finalization of Financial Accounts
* Tax Audit u/s 44AB of the Act
* Filing of VAT and CST Returns and VAT Audit

**ARTICLESHIP**

**Kashyap Umesh & Associates., Mumbai : -**

**Duration:** From 1st February 2007 till February 2011.

**Key responsibilities and the Areas of Experience**

* Computation of Income and Filing Returns of Income and tax audits of Individuals, HUFs, Firms and Companies including Audit Reports and Form 3CA, 3CB and 3CD.
* Filing E-TDS Returns, VAT Audit assignments of different industries till finalization stage under MVAT Act 2002 and Preparing and Filing MVAT Returns and CST Returns.
* Filing of Annual Returns of the Companies with ROC, Incorporation of Company, application for DIN, Acquiring Digital Signature and E-Filing of ROC Forms.

**COMPUTER PROFICIENCY**

* Conversant with Windows, MS Office, and various accounting packages like Workiva, Axiom, CWB, Axiom, SAP, Lease-wave and Finnone etc.

**EXTRA CURRICULAR ACTIVITIES**

* Rotarian associated with Rotary Club of Lokhandwala, Kandivali
* Team member of Organizing Committee of Morgan Stanley Women Business Alliance and Reliance Annual RNR Event for dancing events