***Curriculum Vitae***



**Swarnalata Jena**

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### Career Objective

To secure a challenging position in the field of **Accounts &Finance**, excel all further enhancing professional caliber, and bring value for the mutual growth; through consistent academic pursuits and dynamic real-time exposure.

Expecting to be a part of your esteemed organization’s dynamic work force and climb up the corporate ladder with my dedication and sincerity towards my job.

### ACADEMIC CHRONICLE

* **MBA** (Agri Business Management and Finance) in Utkal University, Bhubaneswar, Odisha 2012
* B.Com in N.C (AUTO) College, Jajpur, Odisha 2009

### Professional synopsis

* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude with leadership skills.
* Excellent communicator with good Team handling, problem solving and analytical abilities.

### Professional Experience

1. **Danube Building Materials Fzco. (Dubai, UAE)**

**Designation: Finance and Audit Executive (12 Jun 2016 to 27 Jul 2019)**

***Key Result Areas:***

* Preparing all types of payment for creditors and creditor’s ledger reconciliation.
* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
* Preparing analyses of accounts and producing monthly reports
* Assisting bank related transactions and posting- LC/TR/Loans/Deposits/Transfers/Acceptance
* Responsible for journal entries, account payables and intercompany reconciliation etc.
* Resolve invoice discrepancies, taking care of approval of the concern person to use the cost for the same and validate in system (Oracle)
* Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
* Highlighting to senior managers if there any disputes in creditors accounts and solve the issues
* Handling all Suppliers and Service providers accounts- Making calls where ever required and ensure both accounts are tallies.
* Handling timely completion or wire transfer of documents to ensure that payment is made on time and no balance are brought forward.
* Analyzing on short paid amount in debtors and take corrective action as per the policy
* Prepare and analyzing the BRS and take the necessary actions
* Coordinating with the internal and external audit team and solve the audit quires.
* Reviewing and analyzing change report for minimizing the errors & duplications
* Review of accrual and other standard month/quarter end journals
* Identifying and resolving the open items in the balance sheet and timely follow up
* Handling the Intercompany reconciliations.

***Accomplishments***

* Efficiently setup the AP team and streamlined of accounts payable and TB
* Identified issues with respect to controls in transactions and rectifying the same
* Accounts Payables Reconciliation, checking vendors Invoices & issuing payments as per agreed terms & conditions
* Passing receipt entries (L.C, Bill for collection, PDC, CDC, Cash, Bank Transfer) & set off Accounts receivables & Accounts payables (A/R & A/P) outstanding on monthly basis after reconciling traders SOA.
* Checking of Customer Invoices, vendors Invoices & posting to accounts
* Managing Cash & Bank transactions, Dealing with payables, preparing payment slips and authorizing them for payment.
* Generate weekly, monthly& other periodical reports for each account heads.
* Streamlined vendor issues and internal auditors issues time to time
* Performing other job related duties assigned by Manager

1. **Vashi Electricals Pvt Ltd (Bangalore, India)**

**Designation: Finance Executive (8 May 2014 to 31 Jan 2016)**

***ROLES & RESPONSIBILITIES:***

* + - Receive and verify invoices and requisitions for goods and services
    - Verify that transactions comply with financial policies and procedures
    - Prepare batches of invoices for data entry
    - Data enter invoices for payment in **SAP**
    - Prepare PO and GRN
    - Process backup reports after data entry
    - Maintain listing of accounts payable
    - Timely maintenance of Vendor Accounts (specific to entering and filing invoices and forwarding bills to local payables for payment as they fall due) entering of cheques.
    - Entering Goods Receipt Notes into the ERP system
    - Manage the weekly cheque run
    - Keeping track book of all vendor cheques in the track book
    - Prepare manual cheques as and when required
    - Maintain the general ledger
    - Entering Supplier invoices into the ERP system
    - Accuracy and promptness in checking purchase orders and payments.
    - Completion of Bank Reconciliations in a Timely manner.
    - Timely completion or Wire Transfer Documents to ensure that payment is made on time and no balances are brought forward.
    - Prepare the vendor cheques
    - Maintaining day to day accounting transaction in **SAP**.
    - Summarizes current financial status by collecting information; preparing balance sheet, Profit and loss statement and other report.
    - Maintaining track record of company’s expenses.
    - Maintaining the record of daily transaction of clients.
    - Prepare financial statement and reports for clients or company management.
    - Record the amount of money spent and received daily by clients or company

Management, using computer cash-flow software.

* Maintain monthly returns, vat Returns.
* Ensure an accurate and timely monthly, quarterly and year end close.
* Assist the accounts manager in the daily banking requirements.
* Responds to inquiries from the Director, Management and Work with the Accounts manager to ensure a clean and timely yearend audit.
* Supervise the general ledger to ensure all financial reporting deadlines are met.

1. **Amrapali Aadya Trading And Investment PVT Ltd**

**Designation: Asst. Account Executive (4 Jan 2012 to 22 Mar 2014)**

***ROLES & RESPONSIBILITIES:***

* Maintaining day to day accounting transaction.
* Preparing Daily Cashbook.
* Post journal entries for day to day expenses.
* Maintaining Daily Sales and purchase entry in tally.
* Maintaining track record of company’s expenses.
* Verifying balances in account books and rectifying discrepancies
* Verifying bank deposits
* Maintaining spreadsheets.
* Maintaining the record of daily transaction of clients.
* Maintaining Bank Reconciliation Statement in Tally.
* Maintaining track record of company’s expenses
* Record the amount of money spent and received daily by clients or company Management.

### MBA. PROJECT

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| --- | --- |
| Project Name | Agricultural credit schemes offered by PNB |
| Organization | PUNJAB NATIONAL BANK |
| Project Description | Working under Agriculture Officer, to understand what is agriculture finance and its components, the procedural guideline and project appraisal method followed under Agri-finance |

### Academic Projects

**Project Title:** Distribution channels of IFFCO.

**Project Title:** Sales meeting and sales budget of OMFED.

**Project Title:** Production and supply chain management for pea production in Garhwal region of Himachal Pradesh.

### COMPUTER SKILLS

* + Accounting Software/ ERP software: **Orion (Oracle ) 3 years, TALLY ERP (2 years ), SAP (2 years)**
  + MS Office – Word, Excel, PowerPoint.
  + Internet & E-mail operations (Outlook).

### PERSONAL INFORMATION

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| Name | Swarnalata Jena |
| Sex | Female. |
| Marital Status | Single. |
| Languages Known | English, Odiya, Hindi, (Speak, Read, Write.) |
| Nationality | Indian. |

### DECLARATION

I hereby declare that the above details provided by me are true and honest to the best of my knowledge.

SWARNALATA JENA

Bangalore