

# Ankita Jindani

DOB: -12 June 1993

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## Personal Aspect:

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities without being a liability and respecting assessments through implementation. Experience across Finance, Costing. Holds expertise in Accounting, Audit, Finance, Costing, Import and export.

## My Areas:

- Microsoft Excel/ PowerPoint/Word
- Workaholic
- Good communication skills
- Self Confidence
- Enthusiastic and Self-motivated
- SAP tools
- Flexible Team Player
- Eagerness to learn
- Handling Pressure
- Professional attitude

## Education:

Examination	Institute	Year	Percentage
MBA	PIMR , Indore	2014-16	80
B.com	B.Y.K College, Pune University	2011-14	75
12th class	Kendriya Vidhyalaya, Nepanagar, CBSE Board	2010-11	78
10th class	Kendriya Vidhyalaya, Nepanagar, CBSE Board	2008-09	81

## Relevant Coursework:

Pursuing for ICWAI and have cleared the Foundation Level and First Group of Intermediate Level

## Corporate Internship:

- **Organization:** Tata Capital Housing Finance Limited
- **Duration:** 45 days
- **Learnings:**  
Process of providing home loans to clients  
Validating document and determining the right amount to be given for loan.

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**9630363434**

## Experience:

**Volvo Eicher Commercial Vehicles Limited (VECV)**

**Oct 2015-Present (4 years)**

**1. PO Controller (Working is done through SAP) :-**

- Reviewing Purchase Order Cheque list and Service Contract
- PO amendment
- PO and Service Contract release
- Inco payment terms change

**2. EMS Royalty Payment:-**

- Monthly Provision and tracker
- Royalty related invoice processing & payments on due date and Quarterly Details mail to Volvo

**3. Cheque Request and Advance Controlling:-**

- Checking the Part as according to PO and Utilization table
- Checking the payment terms
- The actual price /taxable amount / old pending amount /GE-GR of the Item code

**4. Overhead Reporting and GI calculation:-**

- Preparing monthly Overhead report

**5. Worker's Payroll and FOREX invoices processing :-**

- Advances , loans and advance claims vouchers parked and posted on given time frame
- Processed FOREX on every day basis as per the currency requirement

**6. Review of Tooling Agreements and deviations:-**

- Ensure 100% compliance with respect to the status of tooling agreement
- Monthly updation of the status of original tooling agreement.

**7. Reviewing documents required for UD exports and bank closure:-**

- Updating document in tracker as and when provided
- Timely arrange document for submitting in Bank

**8. Costing of FERT and Halb (Vehicle):-:-**

- Cost run of Individual codes for back flashing
- Cost run review before release
- Month End Cost run for plant 1000/1300/1200/1400/1110/depo coco
- SAP developments in cost run process and activities

## Experience:

### 9. Cost Analysis:-

- Comparison of material cost w.r.t last month
- Cost analysis with MAP monitoring

### 10. VPS (Volvo Production system) Audit:-

- Implementation of CD in whole plant
- Monthly matrix preparation for whole plant
- Basis of cost(Per minute cost for whole plan)
- Competency Building of production team for loss recording and matrix preparation

### 11. Material cost tracking for GI calculation:-

- Providing material cost to marketing finance for GI and DAN approval
- Follow up for error with materials team

### 12. Updating Accounting views for Plant:-

- Accounting and Costing views updation of A/c views of plant 1000/1400/1300/1120
- Material master cleaning/checking of all requisite parameters before doing cost run monthly
- COPA Product Hierarchy

## Achievements:

- Received Appreciation Certificates and awards for contributing in Year Ending sale target for 2 years
- Received Appreciation Certificates and monetary awards for working under UD Export documentation and closing more than 600 documents at once
- Prepared Cross functional and inter departmental presentation
- Runner up team in Dance in College Fest Manthan
- Played an important role in Alumni Committee (PIMR) , Coordinating groups of 1992- 2001 batch
- Organized and Coordinated many College Events
- Winner in many Dancing Competitions (achieved 2<sup>nd</sup> Price in the city)
- Runner up team in Cricket Tournament
- Won a trophy for being a Merit student in Class 5<sup>th</sup> Board Examinations

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Working Place - Pithampur (Indore)

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