

CURRICULAM VITAE

DIVYA

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OBJECTIVE:

To seek a profile-wherein my knowledge, abilities and skills are best utilized and are further enhanced, while being able to provide maximum contribution to the organization.

WORK EXPOSURE:

1) Worked in **Finance** at **Maruti Suzuki India Limited**

July'2018– July'2019

Job Profile:

- Ensuring on time payment processing in Accounts Payable in **ERP (ORACLE R12)**.
- Ensuring adherence to the Guidelines and SOPs (Standard operating procedures) of MSIL.
- Verification of vendor invoices aligned with the PO (Purchase Order) terms.
- Passing Entries in General Ledger (GL), Invoice Processing & Verification in Accounts Payable.
- Adherence to the Compliance of GST and TDS provisions related to the payments.
- Quarterly Physical verification of Vehicle Inventory Audit.
- Ensure timely submission of invoices and Handling tax issues.
- Reconciliation and verification of books of accounts with vendors, customers etc.
- Handling monthly, quarterly and annual closings activities such as Settlement of Advances given, Booking Quarterly Liabilities, expense variance analysis etc.

2) Worked at **Maheshwari General Agency** and **Haryana Sales Corporation**

Oct'2017– June'2018

Job Profile:

- Day to Day entry related to Sales and Purchase.
- Bank reconciliation.
- Compliance with Statutory regulations related to GST.
- Preparation and filing of monthly GST Working & GST Returns before due date.
- Input Tax Credit, Reverse Charge and GSTR - 2A Reconciliation with vendors.

ADDITIONAL COMPETENCY AREAS:

3) Worked in **Finance** at **Maruti Suzuki India Limited**

July'2018– July'2019

- End to End Analysis of BOMs: Computation of Standard Material cost on monthly basis.
- Applying the Standard Costing techniques in Material cost: Price / Volume / Mix variances and escalating the variances to PPC.
- Identify and Analysis of variances: purchase variances and inventory adjustments and provide root causes for corrective actions.
- Preparation of Monthly Cost Sheets to reflect the variant wise cost.
- Quarterly Physical verification of inventory like Components /WIP.
- Updation of Price Store Ledger to derive Weighted Average Price.
- Month end Closing which involves Expenses booking like material cost, Paint cost, Steel cost etc.
- Costing of In-house manufactured, imported and local purchases of components.
- Reconciliation of Costing P&L with Accounts.

EDUCATIONAL & PROFESSIONAL QUALIFICATION:

| Qualification | Institute | Year of passing | Percentage of marks obtained |
|------------------|-----------|-----------------|------------------------------|
| CMA Final | ICMAI | 2020 | 56.00 |
| CMA Intermediate | ICMAI | 2017 | 56.00 |
| B.com | DU | 2019 | 67.63 |
| 12 th | CBSE | 2015 | 71.20 |
| 10 th | CBSE | 2013 | 74.10 |

TECHNICAL SKILLS:

- Good working knowledge of **MS OFFICE**.
- Good working Knowledge of **Oracle (ERP) & Tally ERP 9**.
- Good **communication skills**.

ACHIEVEMENTS:

- Cleared **CMA Final (BOTH GROUPS)** in **First attempt**.
- Got **exemption in 4 & 3 papers** in CMA Inter. & Final respectively.
- Got **more than 70% marks in Costing** in **CMA (Inter. & Final)** and **B.com**.
- Got **First Division** in B.com.

STRENGTHS:

- **Self- motivated** to learn new concepts and participate in new projects.
- Ability to learn quickly and **Quick adaptability** to new environment.
- Believes in **good relationship** and Ability to work as a team.

PERSONAL PROFILE:

| | | |
|----------------|---|--|
| Marital Status | : | Unmarried |
| Date of Birth | : | 04/02/1997 |
| Language known | : | English & Hindi |
| Address | : | A-65/25, GALI NO. 3, Shakti garden, Shahdara, Delhi -110094. |
| Hobbies | : | Book reading, Writing Quotes & Poems. |

I hereby declare that all my above information are true and correct to the best of my knowledge and belief.

PLACE: DELHI

(Divya)