

Purvasha Roy — Senior Associate Financial Planning & Analysis

Objective

Seeking for a management position where I can utilize my knowledge, abilities, personal and professional skills while being innovative, effective, and flexible that offers organization growth along with my personal growth. Focused Accounting professional with 6 years of experience maintaining financial records and reviewing account activity. Proven track record of developing accurate spreadsheets and delivering organized reports with **Tally ERP9, SAP, Odoo & QuickBooks**. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs

Contact

Kormangala 4th block,

560095, India

Phone No. +91-72095-51472

Email ID- purvasha11roy@gmail.com

Linkedin- [linkedin.com/in/purvasha-roy](https://www.linkedin.com/in/purvasha-roy)

Education

Master of Business Administration

(Executive) (2021-23): Symbiosis Institute of Business Management, Bengaluru.

Master of Commerce (2018-22): Indira

Gandhi National Open University, Delhi.

Bachelor of Commerce (2015-18): MAEER's

Arts Commerce & Science College, Pune

Higher Secondary School (Commerce)

2015: Delhi Public School, Dhanbad (84% - CBSE).

High School (Science) 2013: Delhi Public

School, Dhanbad (8.6 CGPA - CBSE).

Key Skills

ERP

Tally ERP9, SAP, QuickBooks, Odoo

Documentation

MS-Excel, MS- Office

Other Skills

BRS, Finance, AP, AR, General Ledger, Statutory, FP&A

Projects & Training

2022: Bloomberg Market Concept

2021: SAP essential learning at LinkedIn

2018: Tally ERP9 at MIT-WPU

2016-17: Articleship at GTY&Co.

2015: Online skills development by

MIT-WPU

Experience

Senior Associate Financial Planning & Analysis in

River Mobility Pvt Ltd from June 2022

- Creating reports like Ageing reports, income statements, Financials, MIS reports etc.
- Analyzing the financials, preparing budgets, Payroll related all transactions in books along with computation of Taxes on the same.
- Ledger Reconciliations and statutory reconciliation for book closing.
- Keeping track of entries and invoices.
- Handling team & subordinates for regular work.
- Handled the books in **QuickBooks**, Odoo (personalized accounting software) & Implementation of SAP.
- Presentation & dashboard preparation of reports for Directors and Investors.
- Monthly book closing and Audit handled on daily basis.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.

Accounts Receivable in Loyal Hospitality Pvt Ltd (Kitchens@)

June 2021 to June 2022

- Processed bill reminders and consulted with third-party collection agency to resolve past-due customer accounts.
- Reconciled accounts receivable ledger to verify payments and resolve variances. Entries in **SAP** for receivables & Sales
- Responded to inbound inquiries regarding accounts and payments. Investigated daily variances and corrected errors to resolve discrepancies.

Account executive in Blulife Marketing Pvt Ltd –

April 2018 to April 2021.

- Managed entire accounting cycle, including gathering information, preparing documents, finalizing reports and closing books.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Processed bill reminders and consulted with third-party collection agency to resolve past-due customer accounts.
- Maintained payroll information by calculating, collecting, and entering data. Calculated payroll deductions by accurately using **Tally** and processed payroll to meet preset requirements.

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ADDITIONAL INFORMATION

Languages: English, Hindi and Bengali.

Interest: Economics and Mathematics.

Hobbies: Drawing, poetry, cooking and badminton.

Personal Skills: Good leadership, team-player, interpersonal & communication skills, can-do attitude, quick learner, productive.

Permanent Address: #112, Gali No. 6, Chiragora, Professor Colony, Hirapur, Dhanbad - 826001, Jharkhand

ACADEMIC HONOURS & EXTRACURRICULAR ACTIVITIES

Sell Paintings internationally.

School Topper in Economics in Higher Secondary Examination.

Served as "School Prefect" (2014-15) at Delhi Public School, Dhanbad

Trained in drawing for 9 years (2002-2011).

Represented school in State Level competition.

Volunteered many events.

Trained in Music & Dance for 5 years (2005-2011)

Published a Poetry book- "Salt in my chai".