**Anjali Kapoor**

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**CORE COMPETENCIES**

*Accounts & Finance*

*Commercial Operations*

*Statutory Compliances / Auditing*

*Budgeting & Planning*

*Liaison / Coordination*

*SAP End user (SD, PS, MM Module)*

**Assistant Manager, Genpact**

Finance & Accounting professional offering **early 12 years of experience**; targeting assignments in **Finance & Accounts**

**PROFILE SUMMARY**

* Currently associated with Genpact**, Kolkata as Assistant Manager.**
* Hands-on experience in finance & accounting activities encompassing preparation to verification, consolidation & finalization of accounts, fund arrangement, scrutiny of general ledger, inter-company reconciliation, cash management and settlement of payments in coordination with all stakeholders (internal & external)
* Proven record of working on major projects of **ITD-ITD CEM (JV) (Airport Authority of India), L & T, BHEL, Tata Medical Centre Trust, Godrej Waterside Properties, Bhushan Power & Steel Ltd.**
* A strategic planner with skills in analysing existing financial systems & procedures, preparing annual operating plans / budgets, designing internal control systems and facilitating effective decision-making
* Working knowledge of SAP (SD, PS, MM Module) with Diploma in Management Information System (MIS), MS Word, MS Excel (VBA Programming), MS Access 2000 (Database)

**ORGANIZATIONAL EXPERIENCE**

**Nov ’18 with Genpact as Assitant Manager, at Kolkata**

**Key Result Areas :**

* Submission of Invoice Journal and Payment authorisation before the actual due date.
* Cycle time for Invoice Processing
* Percentage of Pre-Invoice rejected by the approvers
* Re-processing of the Invoices.
* Accuracy of Pre-Invoices Processing.
* Cycle time of Invoices Re-processing.
* Applying of collections received in form of cheques and EFT within TAT as per the remittance.
* Conducting of Team hurdles with respect to different issues.
* Monitoring of Offsets and mail box clean up activities of the team.
* Setting of Audit activities for the team and conduction audit for high $ value.
* Addressing of Client mails and operational issues.
* Maintaining of various trackers on different types of activities.
* Presenting various Business Highlights to management.
* Updation of existing SOP’s
* Imparting various trainings to the team as on updation on various topics.

**Mar’11 with Sterling & Wilson Limited, Kolkata as Senior Commercial Executive 04.03.2011 to 30.09.2018**

**Key Result Areas:**

* Steering overall finance & accounting operations in the organization including collections, purchase, contract compliance, receivables, deposits, disbursements, fixed assets and inventory.
* Leading finance & commercial functions involving determining financial objectives and designing & implementing systems, policies & procedures to facilitate internal financial and process controls & cost management
* Preparing short term / long term budgets and designing business plans / strategies for maximizing profitability & revenue generation and realizing corporate goals
* Conceptualizing budgets on the basis of inputs from various stakeholders and conducting variance analysis to determine difference between projected & actual results
* Managing the complete planning & management activities for ensuring completion of internal, statutory and external audits within time and cost budget
* Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns; facilitating filling and assessment in compliance with Statutory Tax Acts
* Administering Company Law matters and ensuring compliance to the statutory regulations; ensuring that timely payments are made to / received from creditors / debtors
* Supervising the preparation of MIS reports and analysing the same to provide feedback to the top management on business performance, i.e. monthly turnover, profitability, turnover & quarterly group comparison as per the requirement of management; making timely invoices and updating the same in the system
* Coordinating and following-up with clients for the collection of overdue / long outstanding accounts
* Planning and executing the quarterly development of **Proof of Concept (POC)** and calculating TO & Cost
* Spearheading a gamut of operations like:
* Timely collecting ‘C’ Forms with client cooperation
* Monitoring BGs & Insurance
* Complying with Job Closing Procedure
* Managing Certification of Invoices
* Preparing & following up of EMD
* Coordinating with the activities related to HO

**Highlight:**

* Automated the preparation of 4 reports using SAPthat had previously required 2hours of effort per week

**Mar’08 to Feb’11 with Voltas Limited, Kolkata as Finance& Commercial Associate 01.03.2008 to 4.11.2010 (Kelly Services)**

**08.11.2010 to 28.02.2011 (Voltas Ltd.)**

**Key Result Areas:**

* Led the finance & accounts functions involving determining financial objectives, designing & implementing systems and framing policies & procedures to facilitate process control
* Assessed the balance sheet and profit & loss accounts at unit level; ensured integrity of all financial statements
* Liaised with the Operations & Project Teams in analysing margin / variance and cost analysis; monitored issuing of Project Cost Reports for review and approval
* Administered the following operations:
* Booking of Jobs in the SAP (SD Module) by entering the cost price and the sales price into system
* Making of Purchase Requisitions (PS Module by use of WBS) on the basis of estimated price
* Making of Purchase Orders (MM Module), Purchase Justification Sheets, Bill Checking, Filling of Cumulative Deviation Card where deviation is to be detected between the estimated price and the purchase/cost price
* Timely amending of Purchase Orders as and when required in the SAP
* Making of Goods Received, Goods Issue and Stock Transfer Order in MM Module
* Budget Supplement and posting of bills in SAP FI Module and making of invoices in FI Modules

**Highlights:**

* Gained in-depth experience of working in:
* ERP Systems for 6 months and detailed knowledge of Data Migration from ERP to SAP
* ECC – 7.10.
* PS, MM modules in SAP
* Worked in major projects of **ITD-ITD CEM (JV) (Airport Authority of India), L & T, BHEL, Tata Medical Centre Trust, Godrej Waterside Properties and Bhushan Power & Steel Ltd.**
* Successfullygenerated and formatted reports in MS Excel from different modules of SAP

**Dec’06 to Feb’08 with Bansal Sales, Kolkata as Junior Accounts Executive (01.12.2006 to 28.02.2008)**

**Key Result Areas:**

* Planned and executed monthly / quarterly / annual closure schedules; provided monthly financial statements; administered the monthly closing process
* Summarized current financial status by collecting information; prepared the individual and corporate balance sheet, profit & loss statement, and other reports
* Supervised the reconciliation of accounts payable & receivable & banks; managed the full set of accounts and ensured the timely closure of accounts
* Ensured matching of invoices, debit/credit notes, delivery notes, purchase orders, goods receipt notes, vouchers and other related documents before creating any accounting entries
* Executed voucher entries in Tally 7.2. and prepared invoice in Teaman Software
* Compiled details and filed TDS, VAT & Service Tax Returns as well as completed Tax Assessments (Income Tax, VAT, Service Tax)

**PREVIOUS EXPERIENCE**

**Jun’06 to Dec’06 with NIIT Ignite Club, Kolkata as Joint Secretary**

**Highlight:**

* Awarded for major contribution in Event Management

**Major Project:**

* MS Access Database

**CERTIFICATION**

* Microsoft Certified Professional (MCP) in SQL Server 2000 and Tally (Accounting Package) from NIIT Institute in 2007

**TRAINING**

* Completed training in SAP (SD, PS, MM Module) from VOLTASon job training for a period of six months starting from March 2008 to August 2008

**ACADEMIC DETAILS**

2006 **B.Com. (Hons.)** fromSivanath Sastri College, Calcutta University, Kolkata; secured 62%

2003 **12th(Commerce)**from Khalsa High School, W.B. Council of Higher Secondary Education,Kolkata; secured 60%

2001 **10th** from Gurbachan Singh Sondhi Girl’s School, CBSE, Kolkata

**Other Courses:**

* Diploma in Management Information System (MIS), MS Word, MS Excel (VBA Programming), MS Access 2000 (Database) from NIIT in 2007
* Completed ISAS on MS PowerPoint on the following topics:
* Financial Accounting Package (Tally)
* MIS

**TECHNICAL SKILLS**

* Hands-on experience in the following:
* SAP MM ecc7.0
* MCP SQL 2000
* SAP PS ecc7.0
* SAP SD ecc7.0

**PERSONAL DETAILS**

Date of Birth: 8th December 1984

Address: P 42, Roynagar road, Bank Gardens, Bansdroni, Kolkata – 700070, West Bengal

Languages Known: English, Hindi and Bengali

**ANNEXURE**

**MAJOR PROJECT**

Title: **MS Access Database**

Client: NIIT, Kolkata

Role: Project Leader

Period: Jul’07 to Sep’07

Team Size: 2

Skill Used: Internet, Excel and VBA Programming