

**PRIYANKA JAIN**

OBJECTIVE

To develop skills & competencies by obtaining relevant experience in the corporate sector as well as adding value to the organization through hard work & commitment

EDUCATIONAL QUALIFICATIONS

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| **Degree** | **Institution** | **Year** | **%** | **Rank/Division** |
| CA | Institute of Chartered Accountants of India (ICAI) | 2008 | 55.75 | **12th rank in PE-I (CA Exam)** |
| B.Com (Hons.) | St.Xavier’s College, Ranchi University | 2006 | 72.38 | 1st Div. |
| CBSE (Class XII) | Delhi Public School, Ranchi | 2003 | 92.00 | 1st Div. |
| CBSE (Class X) | Guru Nanak School, Ranchi | 2001 | 81.00 | 1st Div. |

WORK EXPERIENCE

**Birla Corporation Limited (May 2017 – Nov 2020)** - Worked as a Manager in Corporate Service Team and Accounts & Finance Team.

* Handling Accounts & Finance.
* Doing Finalizations of Accounts and preparing Financials.
* Handling Corporate Social Responsibility (CSR) of the Co.
* Handling some of the IT part of the Co. like IT Policy, SAP synchronization etc.
* Preparing monthly and Quarterly MIS of Hospitals.
* Handling Legal Billing i.e. auditing, approvals etc.
* Preparing Legal Budget & comparing it monthly with actuals.
* Handling Sales office Rationalization.
* Handling adhoc requirement by management.
* Handling accounts correction of Hospital.

Northern Trust(July 2013 – Oct 2016)

* Handling India, Manila and APAC reporting.
* Preparing monthly business financials for a number of business segments, ensuring that all reporting is produced in line with defined standards, in a consistent manner and on a timely basis
* Complete adhoc project work as required
* Preparing Flash report, GFS dashboard, Monthly Financials, Adhoc Business analysis for India and Manila on a monthly and quarterly basis.
* Preparing monthly Flash report, Management Report, APAC country report, Instrument level report for APAC region.
* Complete detailed analysis and interrogation of monthly financial data with appropriate analysis of variances to plan, forecast and prior period
* Preparing quarterly forecasts for a number of business segments in line with defined processes
* Ensuring all queries from business management, APAC Finance partners and Business Unit Finance Teams in Chicago are responded to and resolved in a timely manner
* Has an in-depth knowledge of APAC client profitability and act as the point of contact for any queries from business management or relationship managers
* Preparing Guide to Plan Metrics for India and Manila which helps in planning.
* Lead Plan activity for India and Manila, flash misplanned/unplanned cost and coordinate with analyst to ensure expense is under control

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* Supporting all business units within NOS.
* Providing management updates on the plan and ensuring management attention for the misplanned items.
* Expense observation and Management reporting.
* Handle month on month fluctuation and trends.
* Budget Monitoring.

INFOSYS(Jan 2010 – July 2013)

* Preparing Management Discussion & Analysis **(MD&A)** Report on quarterly basis
* Preparing Data Analysis Pack on Deferred Revenue, Space and Resource Utilization and Headcount Span
* Preparing performance report
* Preparing projection report for new clients to analyze whether its profitable or not
* Preparing Ramp budget on quarterly basis
* Reporting Budget vs. Actual on a monthly basis and analyzing the reason for variances
* Budget Monitoring
* MIS Reporting
* Profitability analysis
* Query handling
* Improving profitability of engagement than budget by individual contribution

**SARP & ASSOCIATES (Article ship firm) (Oct 2009 – Jan2010)**

* Continued with the article ship firm for three months after completion of article ship and handled various audit & tax related work

**ARTICLESHIP TRAINING – SARP & ASSOCIATES ( Sept 2006- Sept 2009)**

* Conducted various Statutory Audit, Tax Audit, Bank Audit, Internal Audit, Government Audit, Stock Audit, Concurrent & Vat Audit, Service Tax Return Review, prepared project reports for Bank Finance and Tax Liability Assessment and filing of return of high net worth individuals, HUF, Partnerships and Companies comprising all the procedural formalities and tax planning.

ACADEMIC ACHIEVEMENTS

* **12th rank** in P.E.(I) CA Exam and distinction in all subjects
* Cleared all the stages in Chartered Accountancy Course in Single Attempt
* **Awards (II Position)in D.P.S Higher secondary School in 10+2 Exams**
* **Successfully completed Lean/Six Sigma Green Belt Training**
* **Received Appreciation Award in Birla Corporation for good work.**

COMPUTER PROFICIENCY

* **Applications** MS office, Lotus note
* **Accounting Packages** Tally, Volac, Ace, Acerp,
* **Tax Software** MDA-I Tax, Spectrum-I Tax, Spectrum- TDS
* **ERP** SAP, WSA, People soft, Hyperion, Cognos, nFORM, TMI
* Completed 250 Hrs. of Computer Training with **APTECH** as prescribed by ICAI

PERSONAL DETAILS

* **Date of Birth** 9th April 1986
* **Gender** Female
* **Parents**  Mr. Rajendra Kr.Jain& Mrs. Tara Jain
* **Languages Known** English, Hindi &Marwari
* **Address for Communication** Flat No 6E, A Block, 106D Shrachi Lakewoods,

Narkeldanga north road, Near Kakurgachi rail bridge,

Kolkata🕾 91- 9019697040🖂priyankabrjt1@yahoo.co.in