

APARNA BHANU

Way No. 5005, Building No. 398, Azaiba. Oman | C:- +968 95326734 | Mail: - ac.apbhanu@gmail.com

Summary

Flexible accountant who adapts seamlessly to constantly evolving accounting processes and technology. Adept at financial reporting , budget forecasting, administration of various accounting activities. Specialize in business analysis & reporting, MIS reporting customize work process to ensure productivity.

Highlights

- Account reconciliation expert
- Reporting proficiency
- General ledger accounting
- Financial statement analysis
- Vendor payment management
- Cash handling/Cashier
- Stock verification & reporting
- Business documents management
- Analytical and reasoning
- Organized and Detail-oriented
- Vendor relationship expert

Experience

Accounts Executive

Nov 2015 to Sep 2016

All-Ways logistics India Pvt. Ltd. – New Delhi, India.

- Thoroughly reviewed vendor accounts before releasing payments for any discrepancies.
- Business document management for overseas businesses of the company.
- Monitored Journal & payment voucher entries, Rectification of wrong postings.
- Analyzed inefficient business process and suggested effective changes which reduced error rate and improvised work productivity.
- MIS analysis & reporting for effective business analysis.
- Managed vendor information, payment details entries in the E-Freight suit (Software).
- Transfer of funds to respective sister concerns of the company after proper approval from management.
- Generated DSR, collection Ageing on regular basis to support decision making process.
- Reconciled the generated reports with the a/c's to ensure integrity of information.
- Ensuring all the vendor & supplier payments are in compliance as per the contracts.
- Ensured healthy relationships with suppliers & vendors to maintain the reputation of the organization.
- Followed the discipline and guidelines to maintain the decorum and reputation of the organization.

Admin & Account Staff

Oct 2014 to Sep 2015

Billabong High International School – Kanpur, India.

- Handled cash flow – Receiving student's fees, issuing payments for suppliers
- Processed payroll activity for school staff, EOS payments, pay slips.
- Maintained accruals in general ledger, overseen the discrepancies and resolved issues effectively.

Exp. Contd.

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- Document controlling for important school docs such as Students roll details, personal information, fee collection reports, petty cash expenses and reports.
- Administered all kind of payments for purchases in school, as well as maintained the confidential data related to school.
- Generated reports for school fee defaulters to assist in follow up & developed strategies to avoid getting defaulted with suppliers.
- Handled supplier payments effectively and correctly to maintain school reputation and relations with the concerns.

**Entry level accountant – operation Executive
Prism Infracon Ltd. - Kanpur, India.**

Oct 2012 to Sep 2014

- Monitored distribution of bonds of SPB and debenture (LFD/MID).
- Taken part in Physical stock taking exercise and compiled reports for auditors.
- Business reports & financial stats for banking purposes.
- Successfully conducted activities related to Form Login of company and advised customer information management techniques to members of the team.
- Reviewed and verified the details while handling receipts activities for the company in all modes – cash, cheque & wired transfers.
- Conducted meetings with members to inform them about various sales schemes and benefits which they attain after achieving targets.
- Processed monthly payouts of members, evaluated and verified the payouts for the SPB & Debenture bonds which reached maturity.
- Taken additional role of a customer care and successfully handled customer queries & ECS transactions.
- Coordinated members of team about related customer queries to reduce response time and effective workflow.
- Maintained various reports effectively such as the SPB Report, Debenture Report, and New Member Joining Report for the company.

Education Qualifications & Certifications

Master of Commerce from C.S.J.M. University – Kanpur, India in 2013

Bachelor of Commerce from C.S.J.M. University- Kanpur, India in 2011.

Info edge course from NIIT, kakadeo.

Certificate of I.T.T training held at Institute of Chartered accountant of India.

Certificate of Orientation Program held at Institute of Chartered accountant of India.

Additional Information

I am currently residing in Oman on **family joining visa** which is **valid till August'19**. I do not have working experience in GCC, but I am capable of learning and adapting to different work environment.