

## Archana Singh

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✉ [archana.singh099@gmail.com](mailto:archana.singh099@gmail.com) | Gender: Female | Date of Birth: 10-07-1990 | Nationality: Indian  
Status: Married | Skype-ID: archana.singh76

### EDUCATION

**Master of Commerce (M.Com)** from Indira Gandhi University, Delhi

**Bachelor of Commerce (B.Com)** from Delhi University (Correspondence)

#### Technical Qualifications

- Computer Course (WINDOW, MS WORD, MS EXCEL, POWERPOINT) From **Sewa Bharti Computer Sansthan**, New Delhi
- Diploma in Certified Industrial Accountant from the **Institute of Computer Accountants (ICA)** from Pusa Road, Delhi (Advance Practical: M.S Word, M.S Excel, Tally9, Banking, ROC, Financial Accounting and Income Tax)
- Post Graduate Diploma in International Business Operations from **Indira Gandhi University, Delhi**

### PROFESSIONAL EXPERIENCE

#### AVB Consultants

#### Manager Accounts & Administration

August'16 to Current

##### Job Profile

- To provide systematic budget monitoring and produce monthly reports for management and quarterly reports for Board for review against budget.
- To monitor and provide periodical updates on the Budget Assumptions.
- To work with staff in the team to ensure that all financial accounts and records are in accordance with internal guidelines and policies and conform to applicable laws.
- Support to Auditor for getting accounts audited and for filing of annual returns.
- To provide a management response to the Auditors recommendations and implement decisions taken by the Board
- Provide logical and administrative support for facilitation of meetings, events documentation and maintain of records, material.

#### Childreach India

#### Finance Officer

September'10 to July'16

*Childreach India (erstwhile Childreach International India)- an International Development Organization-part of Global Charity (Donor Agency)*

##### Job Profile

##### 🚦 Strategic Planning and Budgeting

- To lead the preparation of the annual budget in consultation with the programme team for review and approval by the Board.
- To contribute to the development of programme budgets in line with the approved annual work plan and budget.
- To provide systematic budget monitoring and produce monthly reports for management and quarterly reports for Board for review against budget.
- To monitor and provide periodical updates on the Budget Assumptions and Risks Management Plan for policy and programmatic decisions.

#### **Accounting, Reporting and Audit**

- To provide guidance on the organisation's financial and audit policies for Board review and management implementation.
- To provide technical support and advice to the program teams responsible for externally funded projects.
- To work with staff in the team to ensure that all financial accounts and records are in accordance with internal guidelines and policies and conform to applicable laws.
- To monitor and review financial reporting mechanisms to ensure that they accurately represent facts and comply with legal and donor requirements.
- To be responsible for getting accounts audited and for filing of annual returns.
- To provide a management response to the Auditors recommendations and implement decisions taken by the Board
- Maintaining FCRA accounts (expenditures) separately and report preparation as per the rules and regulations

#### **Funds Management**

- To assess regularly the financial situation of the organization, monitoring cash flow projections in relation to approved budgets and advice the Chief Operating Officer on financial matters.
- To ensure sound deployment of the organisation's assets in line with organizational policies

#### **Fund Development**

- To contribute to the development and review of the organisation's fundraising strategy to support program teams.
- To provide the resource and donor analysis to ensure the organization has sufficient human and financial resources to deliver its annual work plan.
- To provide oversight of the donor database and ensure the necessary systems, processes, tools and reports for donor tracking and management
- To ensure quality and timely financial reporting to donors aligned with donor requirements and narrative reports produced by programme staff.

#### **Human Resources Management**

- To oversee the implementation and review of the Human Resource Strategy and Personnel Policies and Regulations in close consultation with the Chief Operating Officer.
- To provide advice and support to the Chief Operating Officer in human resource management, including staff recruitment, employment, appraisal and termination processes.
- To develop and implement the staff development/training plan of the organisation.

#### **Others**

- Provide logical and administrative support for facilitation of meetings, trainings and events documentation and maintain of records, material
- Managing grant agreements with partners
- Assisting Program Team in preparation of PR and Communication materials; program reports processing and disbursement of funds to partners for programmes and of staff benefits such as salary, allowances, house lease, loans and other payments
- Compliance with legal matters concerning FCRA, Income Tax and other Goal and state regulations Making arrangements of logistics (venues, AV equipment, refreshments/working lunch etc.) for program workshops, other events

## Job Profile

- Maintaining office accounts (on Tally) on day to day Basis – Examining bills and vouchers (Purchases and services);
- Preparation of salary cheques
- Tax Computations
- Audit

## Personal Attributes

- High degree of professional and personal integrity
- Positive Attitude
- Quick Learner
- Respect of Deadlines
- Team Player

## ADDITIONAL INFORMATION

- Well-versed with **MS Office & Internet Applications**
- Language Known: English & Hindi

## REFERENCE:

**1. Professor K. K. Varma,**  
M- 91-9899039821

**2. Mr. Manoj Singh**  
Deputy Manager Accounts & Finance  
Eastman Auto & Power Ltd  
M- 91-9654119780