**CURRICULUM VITAE**

**Dimple Agrawal**

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**Objective:**

To be a fine professional and achieve the heights of corporate world with all dignity, loyalty and hard work.

**Education:**

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| --- | --- | --- |
| **Degree** | **Institution** | **Year** |
| MBA | Sikkim Manipal University | 2010 |
| B.Com | Delhi University | 2007 |
| 12th | Central Board of Secondary Education | 2004 |
| 10th | Central Board of Secondary Education | 2002 |

**Work Experience:**

* Working at Genpact as Process Developer since May 2014 till date.
* Worked at Genpact as Process Associate for the period May 2012 to May 2014.
* Worked at Indian Glass Manufacturer’s Association as an accountant for the period Mar 2011 to Feb 2012.

**Work Profile:**

Working as a Financial Reporting Analyst for Kimberly Clark

* Preparing Salary and accrual postings on monthly basis.
* Performing balance sheet accounts reconciliations and resolving the discrepancies.
* Preparing monthly, quarterly and yearly HFM Schedules and running various HFM reports through Smartview.
* Working on Global Integrator to calculate Deferred Tax Assets & Liabilities.
* Preparing Tax journals on the basis of GI reports.
* Preparing various payment postings and ensuring the timely clearing of outstanding transactions standing in the GL account.
* Performing comprehensive Balance sheet Variance analysis and determining the root cause for each significant variance.
* Preparing monthly VAT reports.
* Generating Intrastat reports.
* Preparing Cost of Production Report.
* Training and assisting other team members, handling queries and review work of team.
* Dealing with customers and attending weekly calls and working with them to improve the process.
* Monitoring and improving controls where weaknesses are identified.

Achievements at Kimberly Clark:

* Filed many improvements ideas including control checks to improve the productivity and saved approx. 36 hours yearly and awarded for the same.
* Elected as an HR Catalyst.
* Elected as a Lean Catalyst.
* Awarded 5 times with Bronze and twice with Spot award within a time span of 3.5 years.
* Elected as Process trainer for the team.
* Got many Appreciations from external clients.
* Elected as an SME for HFM related queries.
* Elected by Internal Auditor to help in cross audit by reviewing accounts of different teams.
* Lean trained and tested.

Indian Glass Manufacturers’ Association:

* Maintaining day to day accounts in Tally
* Maintaining bank Reconciliation Statement
* Calculating monthly Sale tax/Vat, TDS and deposit of Challan
* Also looking after administration and organizing meetings at regular intervals.

**Professional Skills:**

* MS Word, MS Excel and PowerPoint
* SAP and Tally
* Corporate Reporting tools - HFM, GI
* Reconciliation tools – Blackline, Questor

**Personal Attributes:**

* Trained in Classical Hindustani Vocal.
* Love reading Novels & listening music.

**Strengths:**

* Hard working, Quick learner and good grasping ability
* Great Client handling skills
* Positive attitude

**Personal Information:**

* Date of Birth: 7th June 1986
* Sex: Female
* Status: Single
* Nationality: Indian
* Languages Known: English & Hindi
* Father’s Name: Mahadev Prasad Agrawal