

ANURADHA PRADHAN

Address for Communications:

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CAREER OBJECTIVE

To get associated with a value driven organization and give the best of my capabilities within the organizations work culture and contribute towards my personal development and development of the organization as a whole.

SYNOPSIS

- Qualification (summary): Qualified as CMA from Institute of Cost Accountants of India by passing both group of final level at a time and also graduate with B.Com.
- Personal Qualities: Keep patience and self-confident, sincere and hardworking.
- Involvement: Have attended seminars organized by ICAI.

PROFESSIONAL EXPERIENCE

Present Employment

Joined as a **Senior Accounts Executive-Finance and Accounts** in **Medlife International Pvt.Ltd.** at Bangalore since April 2019 to till date.

About Job Profile

- Assisting in the effective implementation of all accounting and finance and information system policies and procedures.
- Implementing an effective and efficient day to day control system, administration, reporting system and transfer of skills in all related areas.
- Providing effective system to track accounts payable for effective cash flow management.
- Providing a summary of the vendors aging report on monthly basis.
- Preparing monthly accruals for goods and services received but invoice not received.
- Preparing month end closing entries and schedules for accounts payable.
- Maintaining and recording some GLs relating to certain vendors.
- Preparing monthly Journal entries related to prepaid expenses, Admin fees, Advisory fees, Interest on Infra, Fixed and Variable consideration.
- Preparing and maintaining schedules and analysis for all accounts.
- Preparation of TDS reconciliation for all head coming under Section 194 of Income Tax Act, 1961.
- Preparation of supplier reconciliation on quarterly basis for some critical vendors.
- Preparation of prepaid expenses schedule on monthly basis for ML as well as EP books.
- Handling some month activities from its workings to passing entries in Tally for all respective location.
- Engaging with some internal activities like updating PRF, MSME status for vendors, vendor knock off.

Previous Employment

Joined as a **General Accounting Ops Analyst-RTR** in **Accenture Solutions Pvt. Ltd** at Chennai from Nov 2018 to March 2019.

About Job Profile:

- Preparing and posting FI entries for different type of expenses like bundle services, embedded software, agent fee etc. which come through Email after sending remainder to client for the input in monthly basis.
- Preparing and posting FI entries for different type of expenses like president club fee, audit fee, federal tax compensation which come through email from the business end in a quarterly basis.
- Preparing and posting PCA entries for different type of tasks like 50-60 clear, other profit center allocation, etc. which come through Email in a monthly basis.
- Preparing and posting FI entries like general ledger which comes through VRD tool in a monthly basis.
- Preparing and posting Cycle Run Allocation entry in a monthly basis.
- Reporting GL matrix, TB adjustment and TB checking to client in a monthly basis.
- Closing reconciliation all BS accounts, accrual account reconciliations and other current liabilities.
- Focusing more on looking into client queries.
- Quality checking of all financial information before delivering to the clients.
- Developed and implemented more efficient accounting procedures like LARS and COA file.

Joined as a **Senior Financial Analyst** in **Data Tracks Service Ltd.** at Chennai from Dec 2015 to Oct 2018.

Function:-Financial Reporting

About Job profile-

- Preparation and analysis of financial statement like Income Statement, Cash Flow Statements, Balance Sheets and Shareholder Equity Statement for US Companies.
- Reporting of financial statements from all industry segments, such as Banking and saving, Brokers and dealers, Commercial and industrial, Insurance and Real estate.
- Provide high quality, real time support on filing of financial Reports/Statements in support of client projects for all large accelerated or accelerated company from different industry
- Exposure in Regulatory Reporting, SEC Filings and US-GAAP.
- Exposure in Financial Planning & Analysis.
- Reconciliation the items and checking the inconsistencies between the Cash Flow & Income Statement and making required corrections.
- In depth analysis of variances and comparing reports actual vs planned budget (Income statement, balance sheet and cash flow) and compare to previous reporting periods for past performances.
- Provide support to the Research manager and team in completing projects on time and in knowledge transfer. Attend client calls, interacting with clients on a need basis.
- Focusing more on looking into client queries, quality review on analyst performance, sharing knowledge and best practices among the peers.
- Comparing and analyzing financial statements of a company with previous latest financial statement to find out changes.
- Completing the mapping with good quality and error free by following US GAAP or taking proper Taxonomy Elements
- Tagging the source document by taking respective mapping folder for generating Output in XBRL Format.
- Quality Check will be done as well as necessary Changes will be updated after completion of Tagging Process.

EDUCATION AND QUALIFICATION

Professional Qualification:

| Level | Institute | Year |
|------------|--|------|
| CMA(Final) | Institute of Cost Accountants of India | 2015 |
| CMA(Inter) | Institute of Cost Accountants of India | 2013 |

Academic Qualification:

| Degree | Board/University | Year |
|-----------|-----------------------|------|
| B.com | Utkal university | 2007 |
| CHSE(+2) | Ekamra College | 2004 |
| BSE(10th) | Municipal High School | 2002 |

COMPUTER PROFICIENCY

- PGDCA from CIMA Information Centre in 2004.
- Tally 9.0 from Human Life Centre in 2013.

ACCOLADES

- Have got Certificate of Excellence and Certificate of Merit from the Institute of Cost Accountants of India for passing at a time both group of Final level of CMA course.

PERSONAL DETAILS

- **Date of Birth:** 18/07/1987
- **Gender:** Female
- **Marital Status:** Married
- **Category:** General
- **Blood Group:** O⁺
- **Languages known:** English, Hindi & Odia
- **Hobbies:** To cook foods & visit places

PERMANENT ADDRESS

Plot-829, Near Devi Puja Mandap
Kapilaprasad, Old Town, Bhubaneswar
Odisha-751002

Declaration:

I hereby, declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Bangalore

(Anuradha Pradhan)