

## **TAMANNA AGARWAL**

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Infront of Sailabala Womens College  
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### **Career Objective**

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Seeking a challenging career and responsible position in a good organization, which can add to my overall skills and provide an atmosphere conducive to continuous growth and advancement based on personal competency & to accept challenging jobs to use my knowledge, skill sets to add value to myself and to the organization.

### **Job Description**

Worked as **Finance Manager** at **M/s GUPTA POWER INFRASTRUCTURE LIMITED**, from **01st July 2010 to 15<sup>th</sup> December 2014**.

- Manage accounting and financial operations with oversight for financial reporting, accounts records and accounting control.
- Oversee execution of accounts receivable, accounts payable, bank reconciliation and independent audit.
- Ensure financial statements comply with internal policy and external regulations (GAAP)
- Preparation and reconciliation of direct tax and indirect tax and other Ledger reports.
- Report directly to Director to present financial analysis results and develop strategic financial plans.
- Customization of different sales documents i.e. - Enquiry, Quotation, Sales Order, Delivery Report, Post Goods Issue, Billing, Vat exemption certificate, and Document flow in Sales Process.
- Looking after payment method of each customer & respective follow up.
- Handling over all issues related to Sales and Bill Process.
- Lead the customer service, supply chain, planning activities and strategic sourcing initiatives in line with company objectives.
- Freight tracking and all other transactional works.
- Maintaining accuracy of Book according to physical Stock in Tally & ERP.
- Preparing monthly stock report and their reconciliation.
- Preparing Costing Sheet for different tenders.
- Preparation of Salary statement and submit it to HR department.

## **Professional Portfolio**

### **GUPTA POWER INFRASTRUCTURE LIMITED Bhubaneswar, Orissa.**

Gupta Power Infrastructure Limited is one of the pioneers in the field of manufacture of overhead Conductors, Cables. The company has ventured in the field of construction and erection of transmission and distribution lines, substation with structures and industrial electrification works on turnkey basis and has proven its capability in the same field. The company's other activities include manufacturing of PSC Poles which has a wide market in the view of the huge electrification works being done under the RGGVY, NTPC, NHPC scheme of the Govt. of India.

- Manufacture of Over head Conductors, Cables and PSC Poles.
- Rural Electrification works under Power utilities for Distribution of power through new 133 and 33 KV Sub Stations, 11 KV Lines, Distribution Transformer Centers ( DTCs), LT overhead lines and Aerial Bunched Cables(ABCs)
- Design, installation and commissioning of Electrics for Distribution of non- conventional energy generation like Wind farms and for captive Co- generation in Industries including power evacuation Substations.
- Undertaking system improvement activities for Power utilities.
- Undertaking accelerated Power reforms for state electricity boards.
- Industrial Electrification from the point of receipt of Power to distribution to loads.

## **Good Leadership and Team Management Skills.**

- Ability to work under pressure situations & Ability to work in ambiguous situations.
- Ability to communicate & explain to individuals, & the team, what needs to be achieved.
- Ability to set and achieve timelines for tasks and set realistic and stretching performance expectations for self and others.
- Cross functional management and Strong operational & relation building capabilities.

## **Technical and Professional Skills:**

- Had led the team in the conduct of various work.viz. Preparing & submitting of bills , Debtor Collection & Team Management
- Adherence to timeliness maintaining the quality.
- Easy to adapt to any environment and able to work under stress.

## **Professional & Academic Credentials**

<b>Name of Examination</b>	<b>Area</b>	<b>Board/University</b>	<b>Year of Passing</b>
Master In Business Administration	Finance & Human Resource Management	ICFAI University	2010

B.Com (Hons)	P.N College, Khurda	Utkal University	2008
Higher Secondary 12 <sup>th</sup>	P.N College, Khurda	P.N College Khurda(CHSE)	2005
Secondary 10th	Govt Girls High School, Jatni	Govt Girls High School, Jatni	2003

### **IT Skills**

Well versed with MS OFFICE, Internet Application, Accounting Packages viz. Tally ERP.9.0, Matrix ERP and SAP – MM Module (Purchase).

### **PROJECT EXPOSURE:**

I have completed Summer Internship Program for three months (April-June 2009) at IDBI Bank on *Capital Market: A Recent Trend at IDBI Bank*

I have prepared and presented Management Thesis on *Corporate Governance: A Case Base in Infosys*

### **Hobbies and Interest**

- Listening to Music, Travelling, Reading Novels

### **Personal Details**

**Date of Birth** : 15 July 1987  
**Gender** : Female  
**Father's Name** : Mr. Subash Chandra Agarwal  
**Marital Status** : Married  
**Nationality** : Indian  
**Languages Known** : English, Hindi, and Oriya

I hereby affirm that the information in this document is accurate and true to the best of my Knowledge.

**Date:**

**Place:** Bhubaneswar

**Tamanna Agarwal**