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| **vANDANA pUNDHIR**  CHARTERED Accountant | Flat No. 603, Paras Tierra,  Sector-137, Noida - 210305  Phone +91 9962031930  E-mail: vandanapundhir1988@gmail.com |

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| Objective | | | | |
|  | Seeking an enriching career and opportunities to contribute towards fulfillment of organizational goals & personal growth goals through hard work and dedication. | | | |
| professional experience | | | | |
|  | **August 2019 till date** – **Genpact India Pvt. Ltd., Noida**  **Designation** – Manager  **Area of Operations** – Financial Planning & Analysis  **Current Responsibilities:**   * Responsible for Budgeting, Forecasting and Management reporting. * Presentation of Monthly Financials focusing on variances to Forecast and Budget. * Preparation & Analysis of Yearly Annual Contract & Quarterly Forecast on segment level. * Liaison with the UK Team and support submission of P&L numbers in Hyperion. * Review of entities with the help of smart view sheets (Essbase). * Ad hoc analysis to support the business on P&L deep dives and variance analysis. * Analysing the profitability of new products to be launched in Market and Margin analysis of existing projects. * Actively involved in several automation projects resulting in time savings.   **September 2014 to July 2019** – **DXC Technology (Formerly known as Hewlett Packard Enterprise), Gurgaon**  **Designation** – Financial Analyst  **Area of Operations** – Financial Planning & Analysis  **Responsibilities handled:**   * Develop annual budgets, quarterly forecasts, and 3-year strategic plans in conjunction with Delivery and enter the numbers into company’s planning system * Preparation of Revenue and Cost analysis for region leads with commentary for movements. * Responsible for planning and consolidating the Revenue in SAP systems and follow up on Invoices. * Collaborate with various Project Managers to ensure accuracy and timeliness of inputs on forecast numbers for consolidation. * Solely responsible for the transition and transformation of a project supporting the initiation and go-live. * Actively involved in entire WBSE structural change of the Contract as part of Performance Visibility and analysis of its overall impact on Finances and Reporting Structure. * Support Delivery team by being the first point of contact for issues and questions.   **February 2013 to July 2014** – **NPT Infra Pvt. Ltd. - Noida**  **Designation** – Senior Executive  **Area of Operations** – Finance & Accounts  **Responsibilities handled:**   * Handling complete Accounting functions independently and providing weekly reports of debtors, creditors, BRS and all other related reports to management * Maintenance of books of accounts in ERP * Preparation & finalization of accounts including P&L Account * Handling Statutory and Internal Audits * Responsible for ensuring compliances and adherence to timelines for filing of returns like Service Tax, Income Tax, TDS.   **December 2011 to January 2013** – **Bhupinder Shah & Co. – Delhi**  **Designation** – Senior Associate  **Area of Operations** – Finance & Accounts  **Responsibilities handled:**  Experience of handling Direct Taxation, Indirect Taxation, and around 25 Statutory Audits & Tax Audits including:   * Delhi Metro – VAT Audit * Hotel Green Castle – Statutory Audit * Teachwell Professional Studies Institute Private Limited – Statutory Audit * Tuticorin Port Road Company Limited, A Subsidiary of NHAI – Statutory Audit | | | |
| ACHIEVEMENTS | | | | |
|  | | | * Awarded for excellent performance, pro-active approach, improving controls and identifying gaps in the existing process. * Upskilled and trained on Lean Six Sigma. | |
| Education summary | | | | |
|  | | | | **Professional:**  Chartered Accountants (ICAI) - May 2012  **Academic:**  B. Com – Delhi University – May 2008 |
| system LitEracy | | | | |
|  | | * + Advance proficiency in SAP, Hyperion Financial Management(HFM), Smartview Essbase   + Expertise in MS Office Excel. | | |

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| Interests and activities | |
|  | Listening to Music, Reading Books, Travelling. |

Date: VANDANA PUNDHIR