**LEANN**

**E-mail:** leann.339560@2freemail.com

**ACCOUNTING PROFESSIONAL**

*Seeking challenging assignments with growth-oriented organizations across the industry*

**PROFILE & STRENGTHS**

* Competent & diligent Professional with experience across commercial & administration functions involving **Financial & Management Accounting, Inventory Management, Reconciliation Statements and Creditor/Debtors Management & Administration**.
* Experience in MIS, preparing work schedule and managing office operations, administration, auditing and monitoring projects, cash/bank book & all other books as required by law.
* Excellent communication skills with the ability to work under pressure.

**Key Competencies:**

Accounts Management • Administration • Team Management • Account Payable / Receivables • Financial Accounting • MIS/Reports • Research • Inventory Management

**PROFESSIONAL EXPERIENCE**

**Futuristic Concepts May 2016 - Present**

**Accounts Executive**

* Working directly with the proprietors of the firm
* Preparing sales invoices against vat and cst in tally ERP 9; preparing of pro forma invoices in excel
* Calculation and estimation of cost of the product; preparing profit and loss statement;

preparing stock reports

* Maintaining and updating the stock register in tally ERP 9; maintaining and updating the

 bank accounts; preparing vouchers; reconciliation of bank books of the firm;

* Follow up with clients for outstanding receivables.

**Deloitte**  **May 2015 – June 2015**

**Summer Internship**

**Project Title:** A study on the development and growth of the ATM industry in India

**Synopsis:** The project included a research of the ATM industry followed by a primary research and secondary research on White Label and Brown Label ATMS in India, the growth and development opportunities for this industry and the need to include the semi urban and rural population into our national economy as they are a backbone of our national economy.

**Franco Indian Pharmaceutical Limited June 2014 - July 2014**

**Accounts Assistant**

* Involved in checking travelling expenses of the medical representatives; looked after the provident fund and pension fund of employees.
* Monitored the purchase and sale of the assets of the company.
* Handled bank reconciliation and preparation of depreciation chart; maintained purchase & sale records and the record of the goods returned, etc.

**Sanghi Motorcar Company Jan. 2013 – Dec. 2013**

**Accounts Assistant**

* MIS Reports to Management
* Controlling the Daily accounts and finance activities of workshop with a team of 3 Members.
* Maintained petty cash book on daily basis for expenses; Reconciliation of Bank Accounts
* Preparing Invoice of Customer & make update of the same in Debtors Outstanding.
* Preparation of service tax statement and made entry of purchase and sales of spare parts of the company.
* Making payment for Purchase and Expenses.

**ACADEMIC & PROFESSIONAL CREDENTIALS**

**Masters of Management studies (Finance), 2016**

St. Francis Institute of Management and Research, Mumbai; A grade

**B.Com., 2011**

St. Andrew’s College, Mumbai; 73.14%

**12th Class, 2008**

St. Andrew’s College, Mumbai; 76.33%

**10th Class, 2006**

St Teresa’s Convent High School, Mumbai; 80.33%

**Computer Proficiency:**

MS-Office, Tally ERP 9 & Internet Applications

**Positions of Responsibility:**

* Coordinator for Abhimaan Club a Senior Citizen Computer Literacy Program 2014.
* Coordinator for Abhimaan Club in Blood Donation Camp 2014.

**Academic Accolades:**

* Was awarded **Certificate for Highest Marks (98/100) in Accountancy** in HSC exam 2008.

**Extra-curricular Accolades:**

* Winner of Second Place in intra collegiate Mock Stock Competition, 2015.
* Was selected in the Top 6 Finance category summer project for **Summer Excellence**, intra collegiate summer project competition, 2015.
* Completed 25 hours of social service for NSS unit in St Andrews College, 2010.
* Awarded Certificate for completion of course in Inter Religious Dialogue in St Andrews College, 2010.

**Date of Birth:** 24th Jan. 1991

**Languages Known:** English, Hindi, Marathi and Spanish

**Interests:** Cooking and travelling

**Date of Joining:** Immediately

**Visa Status:** 3 Months Visit Visa (25th January 2017 to 22nd April 2017)

**References:** Available on Request