RASHMI

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***Summary***

Successful senior accounting experience with3 years professional background, along with 3.5 years of CA internship in a reputed CA firm, leading all aspects of Financial accounting& Cost accounting, and financial analysis / reporting across numerous industries. Versed in audits and assisting managers in decision making and compiling financial statement.

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***Skills***

***Financial& Cost Accounting* Management *Personal***

Cost accounting Attention to detail

Management accounts Supervisory skills Communication skills

Financial regulations Good IT knowledge Terms negotiation

Decision making Effective delegation Presentationskills

Interpreting financial data Managing budgets Problem solving

Auditing Analytical mind

Strategic thinking High levels of integrity

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***Profile Summary:***

***Finance Expertise:*** *Professionally developed strategic finance professional, worked in various roles of corporate finance and operational finance, over three years as senior level role.****Accounting Expertise:****Maintaining accounts payable and accounts receivables. Preparing and arranging documents for processing foreign remittances. Follow up with foreign agents and customers for arranging inward remittances. Regular update of outstanding balance statements.****Cost Accounting:*** *Thorough knowledge of Cost accounting, preparing cost sheets, stock valuation and physical verification****.***

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***Employment Details:***

 ***Union Power Logistics***

*October 2015 to November 2016*

***Designation: Senior Executive Finance &Accounts***

***Reporting to M.S Nataraj***

***Company’s Profile:***

*Union Power logistics is a Hong Kong based Shipping and Logistics Company, it is one of the progressive and respected company in sea freight and air freight industry which was formed in 1994. Union power has various offices worldwide viz. In Spain, it is trading under the name "RAMINATRANS" in Valencia, Madrid, Barcelona, Alicante, Castellon, Seville, Vigo, Zaragoza, Las Palmas and, in China, Shanghai, Ningbo, Xiamen, Shenzhen, Dalian and in India they incorporated during May 2015.*

***Core Responsibility:****Maintaining accounts payable and accounts receivables. Preparing and arranging documents (viz. BL copies, invoices) for processing foreign remittances. Follow up with foreign agents and customers for arranging inward remittances. Regular update of outstanding balance statements of customers along with payment follow up. Maintaining branch accounts and inter branch payment records and entries. Handling cash payments and maintaining records for the disbursements made through, and maintaining petty cash* r*egister.*

***Digihive Solutions Pvt.Ltd***

*August 2014 to October 2015*

*Designation: Senior Accounts and Finance*

*Reporting to: Badrish Mishra*

***Company’s Profile:***

*Digihive Solutions is a Private Limited company incorporated on 19 February 2011. It is involved in Software publishing, consultancy and supply [Software publishing includes production, supply and documentation of ready-made (non-customized) software, operating systems software, business & other applications software, computer games software for all platforms.*

***Core Responsibility****:Passing entries in power track viz. journal, bank payment/receipts, cash payment/receipts, accounts payables and receivables settlement entries. Maintaining director’s remuneration, salary sheets, and casual labor wages based on attendance and leave records. Prepare service tax and TDS calculations sheets for return filing and payment of service tax and TDS. Checking pending jobs to be closed at month end, review of PayPal account for payment receipts.*

***R.G.N Price & Company Chartered Accountants***

 *April 2008 to December 2011*

*Designation:Article assistant*

***Reporting to: Principal***

*Company’s Profile:*

*R.G.N.PRICE & CO, a firm of chartered accountants, established in 1945 in India has been carrying on the profession of providing Audit, Assurance, Management Consultancy and related services, expertise in various areas like Taxation, Financial Compliance matters, Due Diligence Reviews and development of Financial, Accounting, Internal Control and Internal Audit Manuals. The firm has its Head Office at Chennai and branches at New Delhi, Mumbai, Bengaluru, Kochi, Kollam and Calicut.*

* *Core Responsibility: Assist with audit preparation and end of year closing, create consolidated financial data and materials for key leadership meetings, reports for senior management detailing past-due payments, and vendor invoices. Stock Reconciliation and valuation, Inter co/Branch Reconciliation, Preparation of fixed Asset register. Drafting final audit report/ summary including mention of deviations and giving suggestions for improvements.*

***Other Temporary Work Experience***

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| *Detailed Audit Work Experience*

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| *Client’s Name* | *Industry* | *Type of Audit* |
| *3i Info Tech BPO Services Limited,**AOK In-House BPO Limited and AOK In-House Factoring Services Limited( Subsidiaries of 3i Info Tech Limited)* | *Business Process Outsourcing* | *Statutory Audit* |
| *ITP Senergy Limited (Sister Concern of Suzlon Energy Limited)* | *Carbon Credits (CDM)* | *Statutory Audit* |
| *Bhavika Collections Private Limited*  | *Gift Items Trading* | *Statutory Audit* |
| *Birla Sun life Insurance* | *Life Insurance* | *Internal Audit* |
| *Population Foundation of India* | *NGO* | *Internal Audit* |
| *Amco Batteries, Addisson and Company Limited, Indian Pistons Limited (Amalgamation Group)* | *Batteries and Pistons manufacturing* | *Internal Audit* |
| *Godrej Hi-Care Limited* | *Pest Control* | *Internal Audit* |
| *TIDC (Tube Investment Diamond Chains)* | *Industrial Chains Manufacturing* | *Internal Audit* |
| *Citi Bank* | *Financing* | *Invoice discounting* |
| *RBS ( Royal Bank of Scotland)* | *Financing* | *Quarterly Review Audit* |

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***EducationalDetails:***

***CA- Interim(PCC)- 2012***

***CA – Foundation(CPT)-2008***

***Bachelor in Commerce:****Delhi University (Degree in Accounting with Major in Financial and Cost Accounting.*

***Other Skills:***

* + *Power track (Track point)*
	+ *Tally ERP 9*
	+ *High Speed Typing Speed*
	+ *MS- Office*
	+ *Completed Computer Training as per ICAI frame work*

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***Personal Details:***

*Nationality : Indian*

*Date of Birth : Oct17th 1989*

*Marital Status : Married*

*Language Known : English, Hindi, Malayalam, Punjabi.*

*Visa Status : Visit Visa (From 20-01-2017 to 18-04-2017)*