** LAVANYA**

[**LAVANYA.362607@2freemail.com**](mailto:LAVANYA.362607@2freemail.com)

**Seeking a challenging position in the fields of Accounts, Auditing & Banking which offers good advancement & effective utilization of my experience and skills.**

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with **over 6 years** of post-qualification experience in the areas of Accounting, Finance and Audit.
* Gained exposure in conducting various audits during the Articleship period.
* Expertise in all phases of General Accounting, Finance and Auditing with strong mathematical aptitude and analytical
* Highly motivated, hard working and good team worker with strong interpersonal skills.

**EDUCATION**

**C.A. Final** from Institute of Chartered Accountant of India in 2007.

**B.Com.** from Bharathidasan University, Tiruchirapalli, Tamil Nadu in 2000.

**ORGANIZATIONAL EXPERIENCE**

**From Aug’13 to till Date Jumbo Electronics Co. Ltd. LLC Finance Officer**

**Incharge for a team of 4 people.**

**Job responsibility includes:**

* Incharge of Audit finalization and preparation of financial Statements of all legal entities including consolidation.
* Co-ordinating with all group companies for all audit, inventory, Debtors related information and reports.
* Preparing monthly Trade and non- trade reconciliations for all group companies.
* Preparing inventory related month end reports and calculation of inventory provisions.
* Preparing monthly reconciliation between inventory module and GL.
* Supervising all daily van sales cash collection summaries.
* Supervising retail reconciliations for all showrooms for Cash, Cheque, Credit card etc.
* Preparing and supervising Debtors related month end reports.
* Follow-up for the Over-due invoices and doing reconciliation with the customer statements.
* Supervising Bank reconciliation statements and closing of reconciling entries.
* Supervising for accounting all cheque entries.

**From Apr’12 to May 13 Emirates Cranes Trading LLC, Dubai Finance Executive**

**From Nov’09 to Apr 10 Intouch Interior Design LLC, Dubai Finance Executive**

**Job responsibility includes:**

* Supervision and scrutinizing all transaction passed in the Books of Account
* Updating daily sales/collection data.
* Payables Management-Issue of purchase Order, Supplier Payments & Supplier Account Reconciliations
* Closing with full responsibility of accounts receivable, accounts payable, inventory and fixed asset functions
* Timely verification of fixed assets, preparation of reports to management on that.
* Preparation, review and analysis of financial statements, G/L and company’s month/year-end reports
* Proficient in maintaining and monitoring the Payroll functions.
* Preparation of Annual Budget , MIS reports and other reports required by the management
* Inventory Management and Cash Management in Office, Warehouse & Stores
* Finalization of accounts and liaison with external auditors..

**From Dec’08 to Nov 09 Emirates Accounts Services & United Auditing, Audit Firm, Dubai, Senior Auditor**

**Job responsibility includes:**

* Assists in providing in high quality service and deliverable under deadlines.
* Directs progress of field work and regularly report status of engagement to superiors.
* Executing audit engagements from the stage of planning to conclusion of audit as compliance with International Auditing Standards and Global Audit Methodology.
* Reviews and evaluates clients’ processes, accounting systems, internal control and procedures.
* Makes necessary recommendations to clients for the improvement of their internal control structure and accounting systems.
* Review of financial statements and other deliverables in accordance with International Financial Reporting Standards (IFRS).
* Plan, schedule and manage the audits services possess and maintain expert knowledge of audit methodologies and alert to developments in accounting standards, tax and other regulations.
* Plan and communicate the audit, setting of targets, decide the appropriate skills and timing of engagements and engagement teams and manage the resources effectively to maximise performance efficiently.
* Audit of diversified business ventures like Trading, Manufacturing, Contracting Companies and Service sectors.
* Liaise with clients for new engagements.

**ARTICLESHIP & pre qualification experience**

**Pre qualification experience:**

**Organization:** Sharp & Tannan Audit Firm, Chennai

**Position:** Assistant Manager

**Period:** Dec’03- Mar’05

**Articleship:**

**Organization:** Natarajan & Vaidyanathan., Audit Firm Kumbakonam.

**Position:** Articled Assistant

**Period:** Aug’00- Aug’03

**Job responsibility includes:**

* Conducted Statutory Audit and Internal audit in Manufacturing Industries, Retail trading and, Banking.
* Carried out Tax Audit in various industries and corporations.
* Responsible for reviewing and compiling accounting standards.
* Involved in e-filling of company’s Income Tax and ROC Returns.
* Designed and reviewed Internal Documentation and audit programmes.
* Conducted project appraisals and prepared project reports for bank financing.
* Provided taxation advisory to individuals, HUFs, firms and companies covering tax planning & tax management, computation of taxable income, tax liability and preparation of tax returns.

**IT SKILLS**

* Well versed with MS Excel, Tally & PowerPoint, JD Edwards, RAMCO, Hyperion, peach tree.

**PERSONAL DETAILS**

Date of Birth: 30th April 1980

Languages Known: English and Tamil

Nationality: Indian

Marital Status: Married

Visa Details: Residence Visa (Husband Sponsorship)