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|  |  | MONIka Finance Assistant/ Accounts Assistant/ Back Office Admin |
| Profile snapshotExperienced professional who thrives in a fast-paced environment with over 3+ years’ experience in Finance/ Logistics/Retail industry. Possesses outstanding interpersonal, organizational and analytical skills. Spearheaded diverse roles as aCustomer Executive, Finance Analyst & FinanceAssociate with efficient results.ContactEMAIL:Monika-396442@2freemail.com ReferenceAnup P. Bhatia – HR Consultant, Gulfjobseeker.com0504753686BIODOB: 17th Feb 1993Languages known:English (Proficient)Hindi (Native)Marathi(Native)SkillsADDITIONAL INFORMATIONVisa Status: Visit Visa until March 09,2020 |  | EDUCATIONSadhu Vaswani Management Institute, Pune UniversityMBA Finance, Cleared with Higher Second Class (59.6%) – 2016**St. Mira College, Pune University,** B.COM , Cleared with Distinction (72.75%) – 2014**St. Mira College, PuneUniversity,** HSC, Cleared with First Class (63.5%)- 2011**Air Force School, Pune,** SSC (CBSE Board), Cleared with First Class (64.8%)- 2009WORK EXPERIENCE**Shipping and Logistics company [August 2018 – Nov 2019]****Senior Finance Associate** * Responsible for coordinating budget preparations and projections for the financial year.
* Responsible for managing accounting records and preparing payroll documents.
* Responsible for examining financial and accounting records, compile data and conduct financial reviews.
* Creating Purchase Orders.
* Creating Billing Documents.
* Maintaining ledgers.
* Preparing cheques, handling cash and invoices.

**Metro Global Business Services Pvt. Ltd [May 2016 – August 2018]****Process Analyst** [May 2016 – Dec 2016]* Performed initial client assessment and analysis to begin research process for retail industry.
* Research & updatethe network data base required for firms and partners.
* Assist customers in average 24 hours by answering questions, responding to inquiries and handling telephone requests.

**Senior Process Analyst** [Jan 2017 – Nov 2017]* Assisted various business groups with document organization and dissemination during acquisitions.
* Client meeting and MOM, Handling status report daily basis
* Conduct error discussion meetings.
* Documentation of test case for client database.
* Analysis of Monthly human resources.

**Finance Analyst** [Nov 2017 – August 2018]* Allocation and tracking of each task and activity.
* To generate daily account status report and send to the Team.
* Collect and analyze the P&L data to assist in corporate financial decisions.
* Assist in determining and negotiating the financial aspects of mergers and acquisitions.
* Generate Monthly Work statistics report.

**Internship at All Scripts Pvt. Ltd [May 2015 – July 2015]*** Accounts Payable and Invoice Processing in Oracle.
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