|  |  |  |
| --- | --- | --- |
|  |  | MONIka  Finance Assistant/ Accounts Assistant/ Back Office Admin |
| Profile snapshot Experienced 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. Contact EMAIL:  [Monika-396442@2freemail.com](mailto:Monika-396442@2freemail.com) Reference Anup P. Bhatia – HR Consultant, Gulfjobseeker.com  0504753686 BIO DOB:  17th Feb 1993  Languages known:  English (Proficient)  Hindi (Native)  Marathi(Native) SkillsADDITIONAL INFORMATION Visa Status: Visit Visa until March 09,2020 |  | EDUCATIONSadhu Vaswani Management Institute, Pune University MBA 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%)- 2009 WORK 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. |