

Veena Usha

ICWA Inter, B.Com



CAREER OBJECTIVE:

Willing to work in a challenging environment where my knowledge can be applied to the best of my abilities contributing to the organizational goals and thus aid in the progress of the company along with personal development.

SUMMARY OF QUALIFICATIONS:

- Detail oriented, self-motivated accounting professional with team development, communication and leadership skills, with high moral and ethical standards.
- Strong analytical ability, independent working and decision making.
- Fast learner with proven adaptability.
- Motivated and highly organized professional with 8+ years of experience in all aspects of accounting, including Accounts payable, Accounts receivable, Auditing, Data entry and general ledger balancing.
- Hard working, solution oriented, accountable, meeting deadlines effectively and strong follow up.
- Knowledge of GAAP, Tally, MS Office, Quickbooks.
- **Bachelor's degree in Commerce**
- **ICWA INTER 2nd Group Pursuing.**
- **PG Diploma in International Business Pursuing**

WORK EXPERIENCE:

1. **Finance Manager- Art Technology and Software India Pvt Ltd –Infopark (Dec 2019 –)**
 - Prepare monthly and quarterly management reporting
 - Participate in strategic data analysis, research and modeling for senior company leadership
 - Monitor day to day Financial operations within the company (payroll, invoicing and other transactions)
 - Manage the company's financial accounting, monitoring and report systems.
 - Ensure compliance with accounting policies and regularity requirements.
 - Collaborate with the management on development and execution of funding strategies
 - Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles.
 - Overseeing the preparation and filing of TDS, PF and ESI returns
 - Develop or recommend solutions for problems or situations

2. Finance Manager- World Wide Knowledge Foundation, Kochi (Apr 2019 – Nov 2019)

- Oversee finance, budgeting, and accounting of 2 colleges and 1 IT company
- Build and maintain financial models to make capital budgeting decisions, allocate resources and forecast cash/ investment trends.
- Developed long-term strategy for revenue and margin expansion with monthly, quarterly and annual forecasting in order to stay ahead of the competition.
- Adopts an effective proactive and flexible leadership style, which is useful in meeting strict deadlines and motivating team under extreme pressure.
- Outstanding talent and ability to develop and update accounting, finance and management procedures and policies.
- Overseeing the preparation and filing of TDS, PF and ESI returns
- Maintained loan documentation and credit procedures.
- Utilizes a highly organized, self-motivated and proactive approach to work.

3. Senior Finance Associate- Finlead International Services, Geo Infopark (Oct 2015-Dec 2018)

- Active engagement with senior staff to gain a good understanding of the business and accounting policies to assess internal control.
- Preparation of monthly management report and accompanying schedules, worksheets and narratives, including “Budget Vs Actual” variance reports.
- Exposure in preparing consolidated and combined financial statements.
- Completion of quarterly and annual regulatory filings, preparation of assigned Quarterly and Annual Statutory statement Pages/schedules.
- Performing detailed scrutiny of ledgers including accounts payables and receivables.
- Assist in preparing assigned schedules for the annual and interim audit.
- Preparation and filing of Individual Tax Returns, GST and TDS Returns.
- Preparation of Projected Annual reports.

4. Accounts Head-CGML (Dec 2013 to Aug 2015)

- Preparation of Final Accounts.
- Tracking the monthly fixed expenses of the company and reduce the excess expense incurred by the company.
- Handling Cash, sales, purchase and banking.
- Computing taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Reconciliation of Banks, sundry debtors and creditors.
- Coordinating with the marketing executives and field officers regarding the monthly target.
- Preparing periodic reports to compare budgeted costs to actual costs.
- Provide internal and external auditing services.

5. Accountant- Smart Infocomm Ventures Pvt Ltd (Dec 2012 – Nov 2013)

- Preparing and analyzing accounting records and financial statements reports.

- Avoiding outstanding expenses and managing the petty cash.
- Prepare and review various financial reports requested by senior management.
- Assisting the accounts head for computing and preparing tax returns.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Assisting in internal and external auditing.
- Making use of technology to develop, implement, modify, and document record keeping and accounting systems.

6. Accountant- Designer Homes Interiors (Sep 2010 – Jun 2012)

- Monthly reconciliation of general ledger and sub ledger accounts.
- Prepare and post journal entries for company accounts.
- Prepare and review various financial reports requested by senior management.
- Prepare reconciliation of statements and accounts to system sub- ledger accounts to ensure accuracy.
- Create invoices and statements for clients on a timely basis.
- Generate daily, weekly, and monthly reports related to customer and billing data.
- Work with executives to resolve problems associated with documents and or database.

Experience/Skills in:

- Budgeting, Strategic initiatives, Financial Evaluation and financial reporting.
- Preparation of Financial Statements
- E-TDS Return, GST and VAT computation, return filing and reconciliation for assisting in assessments.
- Preparation of Income Tax computation of Individual, Firms and Companies.
- Compliance with requirement of Schedule VI of the Companies Act, 1956 and Schedule III of Companies Act 2013.
- Compliance with Accounting Standards.
- Analysis of Debtors and Creditors-Ageing, Recovery Period, Balance Confirmation Procedures.
- Problem Solving and inter personal skills.

EDUCATIONAL PROFILE:

Qualification	Year	Marks %	Board/ University
X	2004	67.50	St.Mary's Giirls Hig her Secondary School
XII	2006	71.83	Govt.Higher Secondary School
B.Com	2009	78.14	Mar Augusthinose College (Mahatma Gandhi University)
DIIFA (Diploma in Indian Foreign Accounting)	2010	79.00	G.Tec Education Institution(international Association of Book Keepers)
Cost Accountant	Pursuing		Institute of Cost Accountants of India
PG Diploma in International Business	Pursuing		Bharatiar University

PERSONAL PROFILE:

Date of Birth	:	16/12/1988
Sex	:	Female
Marital status	:	Married
Nationality	:	Indian
Languages known	:	English, Malayalam, Hindi.
Computer knowledge	:	Skilled knowledge in MS Office, Tally
Phone Number	:	+91 8590512953
Email Address	:	veenaug@gmail.com

REFERENCES:

To be provide on request.

DECLARATION:

I hereby declare that the above furnished information is absolute according to the records and to the best of my knowledge.

Place: Kochi

Veena.Usha