

RESUME



Ms. Anusha S

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| Career Objective |

To work in an intellectual, professional and challenging environment where I can enhance my skill and knowledge in conjunction with company's goal and objective, as well as intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential and willing to work as a key player in challenging and creative environment.

| Professional Summary|

- **Having 5 years of proven work experience in Accounting, Financial Analysis, Market Research, Business Analysis, Payroll processing and DATA Management.**
- **Have strong knowledge on end-to-end Accounting and finance activities in India & GCC.**
- **Proven skills in communicating and maintaining healthy business relations with clients.**
- **Have extensive experience in finance and accounting field.**

| Personal Attributes and Skills |

- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Good verbal and written communication skills.
- Passion in learning new process and technology.
- Resourceful in the completion of projects, effective at multi-tasking.
- Willingness to take challenges.
- Strong analytical and communication skills.
- Proficient end user computing skills and proven application of MS Excel and word, Adobe Acrobat, Windows 7, Windows 8, Wisdom.

| Awards and recognitions |

Received **Certificate of Recognition Award** – FY July 2018 from Tariq Pastries W.L.L

Received **Employee of the Month Merit Award** - FY September 2016 from **Delmon International Hotel**.

Received **Best Performer of the Year Award** - FY 2014-2015 from **Ocwen Financial Solutions Pvt. Ltd**

| Education |

EXAMS	YEAR	Board/university	PERCENTAGE
BBM [Bachelor's degree]	2011	Maharani's Arts And Commerce Govt. College, Mysore	61.30%
PUC [Pre-university course]	2008	Karnataka Secondary Education Board / Lakshmipuram Govt. College, Mysore	62%

| Professional Experience |

Organization : Holiday Gulf Hotel
Duration : 11 February 2019 to Till date
Designation : Accounts & HR Officer

Role and responsibilities:

- Coordinate and assist with the preparation of the budget and financial forecasts and report variances.
- Prepare and publish timely monthly financial statements.
- Coordinate and assist with the preparation of regulatory reporting including annual and periodic program review audits.
- Oversee processing of accounts payable and receivable and ensure prompt collection of receivables.
- Prepare accounting reports related to payroll and monthly bonus.
- Support month-end and year-end close process.
- Ensure quality control over financial transactions and financial reporting.
- Generate and review routine financial reports with Financial Controller before submission.
- Assist in analyzing and approving fund requests received from various teams.
- Prepare appropriate financial documentations to support internal auditing.
- Assist in developing work plan and schedule to meet company financial goals.
- Allocate funds, monitor spends and develop cost reports.
- Assist Auditors in responding to their queries promptly.
- Design compensation and benefits packages.
- Develop fair HR policies and ensure employees understand and comply with them.
- Implement effective sourcing, screening and interviewing techniques.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Monitor HR department's budget.
- Act as the point of contact regarding labor legislation issues

| Professional Experience |

Organization :Tariq Pastries W.L.L, Bahrain

[<http://www.Tariqpastries.com/>]

Duration : 16 July 2017 to 10 February 2019

Designation : Account Assistant

Role and responsibilities:

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Update and payment for staff Visa, Gosi and LMRA.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Produces payroll by initiating computer processing; printing checks, verifying finished product. Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditor.
- Provide accounting and clerical support to the accounting department.
- Prepare bank deposits slips, general posting and statements
- Produces with internal stock transfer from various branch.
- Prepare the delivery Note and processing the Invoice.
- Documenting and monitoring internal controls in support of auditing team
- Support month-end and year-end close process
- Data entry including expenses, bank credit card details and checking the same with supporting documents to ensure they are accurate and duly approved.
- Inter-company reconciliation.
- Reconciliation of all third party balance with their respective statement of accounts.
- Assist in preparing schedules and various reports

| Professional Experience |

Organization : Delmon International Hotel, Bahrain

[<http://www.delmoninternationalhotel.com/>]

Duration : 08 February 2016 to 13 July 2017

Designation : Internal Income Auditor [Accountant]

Role and responsibilities:

- Preparing the flash report, daily sales report and room revenue report.
- Provide accounting and clerical support to the accounting department.
- Prepare bank deposits slips, general posting and statements.
- Process cheques and prepare weekly and monthly invoice.
- Reconciled monthly management fees and hotel bills.
- Properly account assigned entries.
- Maintain and prepare hotel payroll including city ledger, summary registers and reports.

| Professional Experience |

Organization : Ocwen Financial Solutions Pvt. Ltd [<http://www.ocwen.com/>]

Duration : 30 May 2013 to 24 December 2015

Designation : Intake Analyst [Finance Executive], India

Role and responsibilities:**Daily Banking:**

- Is responsible for all external financial reporting, excluding research processes payments and transactions through the financial system within established timelines.
- Preparation of bank statements and payments received for distribution to the Finance Administrator for lodgment preparation and posting of same to the Finance system.
- Manual and system reconciliations of the three main bank accounts.
- Performing variance analyses and preparing account reconciliations
- Assisting with financial and VAT/ tax audits
- Documenting and monitoring internal controls in support of auditing team

Preparation of Monthly Management Account Schedules:

- Preparation and reconciliation of the monthly income schedules to identify Income to be included in the monthly management accounts.
- Updating and analysis of the monthly expenditure schedules to identify accrual and prepayments to be included in the monthly management accounts.
- Analyzing the capital expenditure additions in the month.
- Prepare report for management analyzing current month results and comparisons to prior month and prior year plans and forecasts.

Ledger Account Reconciliations:

- Performing periodic reconciliations of selected ledger accounts on a monthly or quarterly basis.

Weekly Payroll Cover and Payroll Accounting:

- Provision of cover for the weekly payroll. Posting the weekly and temporary wages journals to the Finance system and reconciling the wages control account at month end.

| Professional Experience |

Organization : Wipro Technologies
Duration : 23 May 2012 to 28 May 2013
Designation : Finance coordinator

Role and responsibilities:

- Updating or parking CHEQUE details in SAP module for US H1B and Non-US Visa stamping applications.
- Preparing/Generating Exception reports for Overseas Operation Cell project (Wipro Immigration team) from IMS module.
- Preparing Visa service invoice and updating the same in SAP module for payments.
- Learned and mastered US H1B visa rules and procedure.
- Verifying and processing US H1B Cap work permit applications.
- Supporting with financial and VAT/ tax audits

| Technical Summary |

MS Office (Word, Excel, PowerPoint) • Desktop Publishing • Tally • Internet • Windows (all)

| Personal Details |

Name: Anusha S
Date of Birth: 01-11-1990
Father Name: Sathyanarayan S
Sex: Female
Marital Status: Single
Languages Known: English, Hindi, Telugu, Tamil and Kannada.

Declaration:

The details above are true to the best of my knowledge; I assure you that my dedication and effort would be for the betterment of society. If I am given an opportunity to perform I will serve in the best interest of the organization.

Reference: *Will be provided upon request.*

Thanking You,

Anusha S