



# SUVIDHA EV

## ACCOUNTANT

### Professional Summary

Accountant with 10+years of experience in account reconciliations, streamlining accounts, and financial planning. Possess a comprehensive understanding of all aspects of accounting by assisting organizations in finance management, tax strategies and budget forecasts. A standalone team player.

### Work History

#### Concentrix Services India Private Limited-Digital Consultancy Services(Mumbai)

##### Sr.Assistant Accountant

February 2022 - December 2022

##### Roles & Responsibilities

- Expertly handled Accounts Payable and Accounts Receivable and all financial matters for organization, providing critical support and guidance
- Maintained bank accounts; electronically settled high volume payments transfer via EFT (Electronic fund-Transfer, Telecheck terminal on weekly basis maintaining accuracy and security at all points.
- Effectively managed all accounts payable for new production roll out with cost budget.
- Administered and ran biweekly and monthly employee payroll by compiling time, productions, payroll data from time sheets and other records.
- Execute month end procedures for payroll, accruals for accounts payable.
- Worked closely with sales and receivables to do accurate cash flow projections for budgeting purposes.
- Responsible for maintaining payment schedules that kept vendors happy also sustained company cash flow.
- Maintained Cash and Accounts receivable report to reconcile with bank statement on daily basis.
- Maintained good communication with clients and vendors to cultivate loyalty and satisfaction.
- Performed roles by taking additional responsibilities to relieve stress of finance team working on holidays and overtime.
- Submission of report to Deputy manager

#### Omkar Industries-Manufacturing Company (Mumbai)

##### Senior Accountant

October 2016-January 2022

##### Operations & clerical work:

- Managed daily operations, including sales, purchase dealings, scheduling goods delivery
- Assessed cash intake and deposits to prevent financial discrepancies to ensure revenue security.
- Prepared monthly MIS report for rescheduling production process or for required items or for overall stocks in godown as such.
- Proactively recovered outstanding payments, prepared strategies for recoveries analyzing key loopholes

##### Accounting and Taxation

- Controlled daily input of ledger activities and closing of general ledger each month
- Prepared accurate quarterly and annual statements.
- Prepare annual audited financial statements
- Worked closely with other departments and worked to solve complex accounting problems.
- Indian GST filings and GST Reconciliation
- Audit Related work like Inspection Books of Accounts (Ex: cash book, tax challans, payroll, purchase invoices, sales Invoices).
- Indian Income tax like TDS Filing (24q,26q,27q) and TCS return-Gstr-08(as per new law)
- Advance tax calculations, provisional balance sheet preparations.
- Ensure adherence to internal controls over the close process each month.
- Utilized internal financial software to improve the accounting timing, and effectiveness of reports.
- Submission of report to General manager

#### Palan & Co(Chartered Accountant Firm).-Mumbai

##### Article Trainee-Internship

July 2013 -August 2016

- Analyzed revenues, commissions, and expenses to ensure they are recorded appropriately on monthly basis.
- Assisted with corporate tax reporting requirements.
- Conducted reviews and evaluations for cost reduction opportunities.
- Prepared consolidated financial statements and supporting schedules according to annual close schedule
- Projected tax liability and calculated advance tax payable.
- Prepared submissions against notices received from the authorities during the assessment and appeal proceedings
- Ensured Indian TDS and TCS compliances follow on timely basis.
- Assisted for tax audits of private companies, individuals and firms.
- Performed general accounts analysis and reconciliations, including bank statements, fixed assets, employer's Benefit costs, accruals and prepaid expenses.
- Submission of report to Manager

#### Omkar Industries-Mumbai

##### Assistant Accountant

May 2010-June 2013

- Collected and analyzed data and financial transactions documenting accounting control procedures.
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
- Ensured process compliance and accomplish other tasks relevant to monetary policies, regulations.
- Maintained petty cash and handled all bank deposits.
- Communicated with external parties to reconcile account problems within 48hours.
- Recorded transactions and ensured all tax and non-tax invoices timely mailed to customers.
- Submission of report to Manager

### Declaration:

I, hereby declare and confirm that the above mentioned information is true and correct to the best of my knowledge.

### Personal details

- Nationality: Indian
- [suvidhaev77@gmail.com](mailto:suvidhaev77@gmail.com)
- +97 1589186253
- Residence Place- Sharjah, UAE.

### Areas of Expertise

- Experience in Accounts Receivable.
- Experience in Accounts Payable.
- Experience in Bank Reconciliation
- Experience in Ledger Reconciliation
- Experience in Debtors Ageing Report making
- Experience in Cash flow projection
- Experience in Finalization
- Experience in High volume vendor payment
- Experience in maintaining Books of Accounts
- Experience in preparing financial statements
- General ledger and financial reports.
- Experience in month end close process.
- Audit Related preparation
- Experience in General Ledger Accounting
- Knowledge of VAT

### Languages known

- English
- Hindi
- Marathi
- Malayalam

### Education

2022	CPA from American Institute of Certified public accountants.	Pursuing
2020	Master in Finance from University of Mumbai	Completed
2013	CA from Institute of Chartered Accountants of India	Pursuing
2012	Bachelor in Finance from University of Mumbai	Completed

### Technical and Soft Skills

#Organisation # Time Management  
 #MS Excel(Vlookup, Hlookup, Pivot Table, Sum if, If error like financial and logical func) etc.  
 #Public Speaking #SAP #Tally ERP  
 #Quickbook #Zohobook # MS Word  
 #Multitasking #Attention to Detail  
 #Team work #Documentation  
 #Business Acumen

### Personal & Professional Interests

- Chess
- Stock Market-Trading
- Travelling
- Self learning and classes for Excel
- Community activities, volunteer for charity works
- Dancing
- Power Yoga