

Anju Wadhwa

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Key Skills

Accounts Receivables Management



Billings and Collections



Accounts Payable Management



Vendor Management



Cash Flow Management



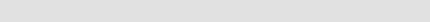
Purchase Negotiation



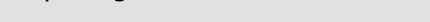
Policies & Procedures



MIS Reporting



Reporting & documentation



Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step, targeting senior-level assignments in **Finance & Accounting** with a leading organization of repute, preferably across Delhi-NCR

Profile Summary

- **Master's degree in Commerce** with **over 22 years** of experience in spearheading the entire Finance & Accounting Operations with a consistent record of delivering performance in terms of cost, **growth, revenue & profitability**
- Possess hands-on expertise in preparing/reviewing reports such as aging Reports, Debit Notes & Credit Notes, etc.
- Hands-on expertise in the preparation of Accounts and Reconciliation Statements and experience in coordinating with bankers and auditors as per their requirements
- Strong **problem-solving skills coupled with effective decision-making** for enabling effective solutions leading to high customer satisfaction and low operational costs
- Received Appreciation letter for successfully handling GST query solving at the GST office

Work Experience

From Dec'2003 onwards with **Omega Shipping Agencies Pvt Ltd.**, a Wan Hai group Member engaged in Shipping Company as Deputy Manager of Finance

Key Result Areas :

- Heading finance functions involving determining financial objectives, designing & implementing systems, policies & procedures to facilitate internal financial control
- Familiar with the structures of accounting systems.
- Handle the vendor management system
- Responsible for the monthly close and maintenance of all accounting ledgers, including monthly review of all account reconciliations.
- Provide a timely explanation of the variance between the actual result and the forecast/budget.
- Oversee billing and invoicing recovery
- Coordinated with the sales/Operation department to understand all the terms
- Direct interaction with Customers on payment follow-up, resolving queries, & process improvement.
- Daily checks and control over the Books of Accounts, Preparing the Monthly Trial Balance for onward submission to the Head office
- Maintaining all accounts works by scrutinizing entries, final scrutiny of ledger accounts, passing closing entries, and preparation of Accounts Statements.
- MIS reporting – Like Ageing Report, Cash flow Collection Report, TDS Report, P & L Report Allocation of Expenses report.
- Submission of all bills for Vessel and Non- Vessel costs to the principal
- Cash Verification, Checking Bank Reconciliation, General Administrative works, and self-correspondence with customers.
- Daily Preparation of Customer Outstanding Reports and follow on the same
- Preparation/Revision of Container Costing related to Inland charges of Import/Export
- Preparation of Monthly Detention Report & Monthly Income details
- Preparation of Monthly Cost Estimation Report & Port Reconciliation
- Analysis of the Income & Expenses Statement
- Checking & approving daily / routine vouchers relating to cash and Journal
- Knowledge of major operating systems like Microsoft Excel, Word, PowerPoint, Access, and the internet

Highlights:

- Developed and implemented automated financial accounting systems that increased transparency and reduced processing time
- Developed financial controls that were successfully scaled as the company grew

From May'2000 to Nov'2003 with **LCL Group** engaged in Shipping Company as Senior Accounts Executive

- Responsible for making financial decisions and recommendations with the senior financial management team.
- Maintained accounting ledgers and performed account reconciliation
- Manage relationships with customers to understand their requirements and deliver

as per their needs to ensure earlier recovery of overdue and prevent any future payment block.

- Monthly reconciliation of Debtor accounts and Monitoring sales & outstanding statements.
- Handle the responsibilities of external auditing, internal reporting, financial statement reporting, and tax planning.
- Kept proper records of books and financial transactions of the organization.
- Review of Trial balance & Ledger Scrutiny.
- Handling Creditors Payment & liaison with Banks
- Prepare Bank Reconciliation.
- Handling foreign agent ledger, A/C

From Dec'1999 to April'2000 **Maersk India Ltd** engaged in Shipping Company as Account Executive

- Checking daily /routine vouchers relating to cash and journal.
- Daily checks and control over the Books of Accounts, Preparing the Monthly Trial Balance for onward submission to the Head office
- Preparing the Bank Reconciliation & Inter Branch Reconciliation Statement every month.
- Review & Authorization of accounts maintained in a fully computerized environment
- Assisting in MIS reports

Education

- 1996: B. Com from Delhi University
- 1999: M. Com from H. P University
- 1998: Two Years Higher Diploma in Software Engineering from APTECH.

Personal Details

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| ➤ Gender | Female |
| ➤ Date of Birth | 16 th May 1976 |
| ➤ Marital Status | Married |
| ➤ Languages | English, Hindi, Punjabi |
| ➤ Address | Flat No 52, Park View Apartment, Sector 12, Plot No 16 Dwarka New Delhi -110076 |