

YUKTI JAIN

M. Com Finance with over 5 years of rich and extensive experience in Finance, Accounts, Strategic Planning, Fund Management, Budgeting & MIS . Demonstrated business acumen in managing the accounts operations and contributed higher rate of organic growth. An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities.

Specialties: Budgeting & MIS, Cost Analysis, Fund Management, & Team Management etc.

PERSONAL INFORMATION :-

Mobile - 9717377634

Email - yuktijain024@gmail.com

Linked in -

[linkedin.com/in/yukti-jain-029a98178](https://www.linkedin.com/in/yukti-jain-029a98178)

CORE COMPETENCIES

- TDS
- GST
- Hindi/ English Typing

TECHNICAL SKILLS

- **SCVT approved course of Computer Fundamental**
(Department of Training & Technical Education Govt. of NCT Delhi.)
- **SCVT approved course of Desk Top Publishing**
(Department of Training & Technical Education Govt. of NCT Delhi.)
- **Accounting Software**
Tally ERP-9.
ERP
MS Office

PROFESSIONAL EXPERIENCE

RCPL Logistics Pvt. Ltd, New Delhi

Accounts Executive

March'22 onwards

A Cargo and logistic firm

Role:

- Key performance indicators Analysis.
- Risk analysis based on different KPIs.
- Regional and client base profitability Analysis.
- Route cause analysis for loss making clients.
- Budgeting and variance analysis.
- Preparation of Monthly MIS.
- ROC charge creation and removal.
- Participation in preparation of Balance sheet.
- Preparation of projected and provisional BS.
- Bank Reconciliation on monthly basis
- Compute TDS liability and to deposit within statutory timelines & returns

Audit Functions-

- Payable Audit - Ensure bill passing as per contract and approval to prevent the revenue leakage
- Other Audit functions like salary audit, Fixed Assets audit etc
- Get the bills Passed in the Books of accounts by way of proper audit, approvals and supporting in proper formats.
- Provides detail reports of all finding throughout the auditing process

Accomplishments:

- Devised and deployed multiple cost-savings initiatives resulting in an 8% reduction in company expenditures.

CERTIFICATE

- **Soft Skills training**
Redington Employability and Skill Development Program.
- **E- Accounting**
Envision Institute.
- **Skill Development Training**
for the Job role of Domestic IT Help Desk Attendant (SSC/Q0110) from Ministry of Minority affairs in Scheme of "MAULANA AZAD NATIONAL ACADEMY FOR SKILLS"

SKILLS

- Team Leadership
- Analytical thinking & planning
- Organization & prioritization
- Problem solving

EDUCATIONAL CREDENTIALS

- M. Com.
IGNOU University
- B.Com.
Delhi University
- Higher Sec.School
C.B.S.E Board

PERSONAL INFORMATION :-

Address -

Arya Samaj Road,Uttam Nagar
New Delhi-110059

Date of Birth -

14th January 1999

Marital Status

Unmarried

N V JEWELLERY HOUSE

Accountant

Jan' 2021 to Mar' 2022

Role:

- Predominantly focus on Accounting and Reconciliations activities
 - ◆ Account Reconciliations
 - ◆ Cash and Bank Reconciliations
 - ◆ Day to day Accounting
- Prepare journal entries and reviews accounting classifications, in accordance with generally-accepted accounting principles in Tally ERP9.0
- To Ensure accounts payable & receivable activities i.e. invoice processing, payment disbursement, Travel Expenses settlement, month end closure and reconciliation activities regarding accounts payable
- Reconciliation of TDS liability and to deposit within statutory timelines & returns
- Compute indirect tax liability - GST and filing returns
- To assist in finalizing Balance Sheet and coordinating with Auditors to provide data.

M/s Aadhar Tech & Projects Pvt. Ltd.

Accounts Executive

Jun'18 – Mar'20

Role:

- Prepares reports by compiling summaries of accounting data and other related information
- Posting of daily bank entries, Journal entries, Sales & Purchase in Tally software.
- Review and control all the cash and bank operations including periodical reconciliation.
- Responding to queries of client and suppliers and ensure timely disbursement of payments to all the vendors.
- Perform monthly quality assurance review of selected accounting documents for internal control.
- Identify and properly escalate unusual transactions.

M/s Dux Foundation (NGO)

Accounts Executive

Jul'16 – Feb'18

Role:

- Checking and Booking of AP Invoices and processing payments as per the agreement terms & Conditions.
- Posting journal entries in accounting software and Handling other accounts operation.
- Reconciliations of all significant account balances including bank accounts (daily) and fixed assets, debtors and creditors (monthly), and report significant exceptions to management.