

# Poorva Shrivastava

poorva.simpv.shrivastva@gmail.com /  
+919643385414

## **CAREER OBJECTIVE**

---

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my hardworking and positive attitude.

## **EXPERIENCE**

---

### **May 2024 Present/ SNRG Electricals India Private Limited (Finance Manager)**

- R2R Reconciliation vendor accounts and customer account
- Preparing and finalizing the revenue report.
- Preparing the outstanding and sales report on daily basis.
- Make journal register, sales register, and purchase register, payment received register against the sales, commission received and bank register for the auditors.
- Bank Reconciliation, and bank transaction records on Accounting ERP & Busy both receivable & Payable and prepare the bank report of every end of the month.
- Preparing the salary sheet of employees and share the our compliances consultant.
- Prepare the cash flow statement and handling the cash
- Handling the Mails to the vendors for regarding of their payments and take follow up on daily basis.
- Preparing the GSTR1 data of every month and Reconcile the GSTR3B data v/s GSTR2B and the accounting software where we are recorded and finalize the GST data and share to our GST consultant before the due date of filling return.
- Prepare the Profit & loss Account with their seniors every end of the month.
- Prepare the TDS data of every month to file the challan and file the return with software and without software.
- Handling the team and their issues.
- Prepare the inventory reports
- Reconcile the attendance sheet of our employees
- Managing the team allot to their works and check their hurdles and gap in their work.
- Communicate with their clients on call and mail regarding payment and any kind of issue.
- Evaluate financial operations to recommend best practices, identify issues, strategize solutions, and help organizations run efficiently.
- Arrange the meeting with their management according to what challenges facing in our work and with clients
- Ensuring financial documents' accuracy and compliance with relevant laws and regulations.
- Offering guidance on cost reduction, revenue enhancement, and profit maximization. Conducting forecasting and risk analysis assessments.

---

### **DEC-2023 – April 2024 / DNS Events Private Limited (Finance Manager)**

- Bookkeeping of clients account
- Preparing and finalizing the revenue report.
- Preparing the outstanding and sales report on daily basis.
- Make journal register, sales register, and purchase register, payment received register against the sales, commission received and bank register for the auditors.

- Bank Reconciliation, and bank transaction records on Tally Prime both receivable & Payable and prepare the bank report of every end of the month.
- Preparing the salary sheet of employees.
- Prepare the cash flow statement and handling the cash
- Handling the Mails to the vendors for regarding of their payments and take follow up on daily basis.
- Preparing the GSTR1 data of every month and Reconcile the GSTR3B data v/s GSTR2B and the accounting software where we are recorded and finalize the GST data and share to our GST consultant before the due date of filling return.
- Prepare the Profit & loss Account with their seniors every end of the month.
- Prepare the TDS data of every month to file the challan and send to our Tax consultant.
- Prepare the inventory reports
- Reconcile the attendance sheet of our employees
- Managing the team allot to their works and check their hurdles and gap in their work.
- Communicate with their clients on call and mail regarding payment and any kind of issue.
- Evaluate financial operations to recommend best practices, identify issues, strategize solutions, and help organizations run efficiently.
- Arrange the meeting with their management according to what challenges facing in our work and with clients
- Ensuring financial documents' accuracy and compliance with relevant laws and regulations.
- Offering guidance on cost reduction, revenue enhancement, and profit maximization. Conducting forecasting and risk analysis assessments.

#### **Jan-2022 – Nov-2023 Alexis Global Private Limited (Manager)**

- Bookkeeping of clients account
- Preparing and finalizing the revenue report.
- Preparing the outstanding and sales report on daily basis.
- Make journal register, sales register, and purchase register, payment received register against the sales, commission received and bank register for the auditors.
- Bank Reconciliation, and bank transaction records on Tally Prime both receivable & Payable and prepare the bank report of every end of the month.

Make the sales invoices according the vendor data and preparing the import and export invoices through the using of CRM and generated the e-invoice and send to vendor and record the sales and purc invoice in the Tally Prime.

- Some invoices are made by SAP according the clients need
- Handling the Mails to the vendors for regarding of their payments and take follow up on daily basis.
- Preparing the GSTR1 data of every month and Reconcile the GSTR3B data v/s GSTR2B and the accounting software where we are recorded and finalize the GST data and share to our GST consultant before the due date of filling return.
- Prepare the Profit & loss Account with their seniors every end of the month.
- Prepare the TDS data of every month to file the challan and send to our Tax consultant.
- Prepare the inventory reports
- Reconcile the attendance sheet of our employees
- Managing the team allot to their works and check their hurdles and gap in their work.
- Communicate with their clients on call and mail regarding payment and any kind of issue.
- Evaluate financial operations to recommend best practices, identify issues, strategize solutions, and help organizations run efficiently.
- Arrange the meeting with their management according to what challenges facing in our work and with clients
- Ensuring financial documents' accuracy and compliance with relevant laws and regulations.
- Offering guidance on cost reduction, revenue enhancement, and profit maximization. Conducting forecasting and risk analysis assessments.

**From May 2020 – Dec 2021 / Keryxreatil Solutions Private Limited (Accountant)**

- Record the all accounting transaction in Tally Prime
- Its courier based company so reconcile the data which is export by company CRM and the sales and purchase invoices
- Preparing the GSTR1 data of every month and Reconcile the GSTR3B data v/s GSTR2B and the accounting software where we are recorded and finalize the GST data and share to our GST consultant before the due date of filling return. Prepare the TDS data of every month to file the challan and send to our Tax consultant.
- Recorded the Journal Entries and Sales & Purchase Invoices in the Tally ERP 9
- Bank Reconciliation, and bank transaction records on Tally Prime both receivable & Payable and prepare the bank report of every end of the month
- Handling the Mails of our clients.
- Arrange the meeting with their clients regarding financial report
- Prepare the Profit & loss Account with their seniors every end of the month.
- Prepare the outstanding reports and debtors and creditors ageing report.

**From Mar 2019 – Apr 2020 / PD Gupta & Co. (Accountant)**

- Visit the client's office and audit the accounting transaction and GST data, TDS data.
- Preparing the balance sheet and compliances (ROC, PF, ESI challan)
- Filing the GST return and TDS return.
- Check the sales and purchase register and check their hard copies of invoices.
- Maintain the client's Accounts and verification of their business-related documents
- Reconcile the bank transactions

**From Jan 2018 – Feb 2019 / Nayak Associates (Account Executive)**

- Visit the client's office and audit the accounting transaction and GST data, TDS data.
- Preparing the balance sheet and compliances (ROC, PF, ESI challan)
- Filing the GST return and TDS return.
- Check the sales and purchase register and check their hard copies of invoices.
- Maintain the client's Accounts and verification of their business-related documents
- Reconcile the bank transactions

**EDUCATION**

Degree/Course	Institute/College	Year of Passing
B.com	Indra Gandhi National Open University	2021
MBA in Finance	Manipal University	Persuing

## **Skills**

---

- MS excel , word (Advanced)
- Good communication and presentation skills
- Working on different type of CRM
- Computer proficiency
- Analyze the Financial data and make reports
- Leading the team
- Handling the Auditors
- Strong written and oral communication.
- Time management
- Analytical and problem solving skills
- Accounting ERP SAP, Tally Prime, Busy Software, Vypaar, Hostbook Etc

## **STRENGTHS**

---

Flexibility and Adaptability to work in any environment.

Willingness to accept any challenge irrespective of its complexity. Good team player and positive attitude.

## **PERSONAL DETAILS**

Address: Rz-2063/A, 27, Tughlakabad extension

New Delhi, Delhi, 110019

Date of Birth: 08/10/1999

Gender: Female

Nationality: Indian

Marital Status: Single

Languages Known: Hindi, English

**Poorva Shrivastava**