

## **ANJANA AITHAL**

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### **OBJECTIVE:**

To perform the task assigned to me with the best of my ability and to work dedicatedly towards the success of the organization by utilizing proven abilities developed through my work experience and educational qualification with the opportunity for professional growth based on merit and performance.

### **WORK EXPERIENCE:**

**Employer: Unilever Industries Pvt Ltd., Bengaluru. Duration: Nov 2009 – Aug 2010**

**Designation:** Finance Associate

### **Work Profile:**

- Reporting financial data sheets for the Supply Chain team of Unilever AAC Region (Asia, Amet & Central East & Europe).
- Preparation of reports like Supply Chain Regional & Cluster Report, Steercom Report, Gross Margin Variance Analysis Report at Total & Category Level, Supply Chain Cost Report, etc.
- Validation of various financial reports with excel built files for accurate and timely delivery on monthly basis.
- Project development and understanding the client requirement.
- Analyzing the feasibility and availability of the data as well as the reporting formats.
- Making sure that the suppliers are adhering to agreed timelines and identifying discrepancies in the financial data sent by them.
- Preparation of other reports like R&D Scorecard and GMVA PPT Deck where the report are prepared and delivered in PPT.
- Calculating and analyzing various financial KPI's.

**Employer:** Shirdi Sai Developers PvtLtd.      **Duration:** July 2008 – Nov 2009

**Designation:** Accountant

**Work Profile:**

- ◆ General accounting, sales accounting, distributor accounting & reconciliations, general ledger scrutiny & reconciliation, Receivable & Payable accounting in Tally.ERP 9
- ◆ Weekly cash flow statements & payment forecast.
- ◆ Monthly management report including income & expense statements, balance sheet, budget comparison, forecasting, monthly closing & finalization of accounts & auditing.
- ◆ Sales Tax – annual & monthly returns, tax deductions to vendors & issue of TDS certificates.
- ◆ Professional Tax- annual & monthly returns, tax deductions & issue of TDS certificates.
- ◆ Credit appraisals - follow up of Collections & updating records.
- ◆ Validating the contracts received & billing as per contract requirement.
- ◆ Preparation of financial reports as required by the management team.
- ◆ Ensure that all the month end activities are performed on time for consolidation of global financial statement.
- ◆ Perform general ledger reconciliations and follow-up on any of the reconciling items in a timely manner.

Interact with Internal/External financial auditors and provide the information as per their requirements

**Other experience:**

**Employer:** SYVR Exceed School      **Duration:** July2018 – April 2021

**Designation:** Primary Teacher

**Employer:** Euro Kids, Nallagandla.      **Duration:** Mar 2015 – Mar 2018

**Designation:** Teacher

**Certification Courses:**

***Diploma in Computer Application from Manipal Institute of Computer Education  
(MS office and Accounting Package)***

**EDUCATIONAL CREDENTIALS:**

<b>Qualification</b>	<b>College / School</b>	<b>University / Board</b>	<b>Year</b>	<b>PERCENTAGE</b>
M. Com	Correspondence course	Karnataka State Open University, Mysore	2013 - 2015	65.2 %
International MBA (Finance)	Jaro Education	United Business Institutes, Belgium	2011 - 2012	76.93 %
B.Com	G F G College	Mangalore University.	2008	76.11 %
P.U.C	G.P.U. College	Karnataka Secondary Education Board	2005	78.83 %
S.S.L.C	G.P.U. College		2003	83.5 %

**SKILLS :**

Self-evolving, shouldering additional responsibility, taking up new challenges, problem solving ability, good communication, logical reasoning, proactive thinking, team building, team player, keen observer , great attention on details & positive mindset.

**PERSONAL INFORMATION:**

DATE OF BIRTH : July 25, 1987

GENDER : Female

MARITAL STATUS : Married

PERMANENT ADDRESS : Shri Samba  
Hale Agrahara  
Shakaranarayana, Kundapura  
Udupi , Karnataka 576227

LANGUAGE PROFICIENCIES : English, Hindi, Kannada

EXTRACARICULAR ACTIVITY : Represented Mangalore University in Inter University  
Cultural Competitions during B.Com

Member of National Service Scheme (NSS) During B.Com

I hereby declare that all information provided by me is true to the best of my knowledge.

Date: - / 04/2021

Place: - Hyderabad

Signature:

**(Anjana Aithal)**