

# Anjali Kumari Choudhary

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Block Number - A05, Flat Number - 304

SP Shukhobrishti, Shapoorji, New Town

Rajarhat, Kolkata, West Bengal-700156

## SUMMARY

To work in a challenging position and most proficient manner that would not only tribute the organization but also bring glory to my career in my profile.

## DETAILED WORK EXPERIENCE

### CAPGEMINI TECHNOLOGY SERVICES INDIA LTD.

Jun 17 – Till Date

**Period:** June - 2017 to till date  
**Client Name:** Capgemini North America (Eight Legal Entities)  
**Position:** Process Associate  
**Project Location:** Kolkata  
**Module:** Project Accounting  
**Application:** Oracle EBS R12  
**Project Description:** It is R12 Finance User Support in Oracle EBS (12.24) with all finance modules like PA, AP, AR, GL, MR.

### Roles and Responsibilities

- Handling North America Capgemini Client Project Accounting Module.
- Project Creation and Maintenance.
- Generating Project Invoice and Revenue booking.
- Creation of Task and change of Key Members.
- 1164 & Transaction Control Activities.
- Setting-up of Employee Bill rates for booking Project level Revenues.
- Contract Processing and Uploading in Legacy Application System.
- BO scheduling of various reports as and when requested by the Finance Controllers.
- Booking of direct and overhead cost through ADI against project codes.
- Reconciling the revenue and costs for determining the project performance and facilitating the Finance Controllers for closing their periodic books of accounts.
- Customer setup and Maintenance.

- Running various Requests for Auto Accounting and Interfacing PA Transactions to other sub-ledgers including GL.
- Making the customer invoicing in sync with the revenue booked by running a customized Oracle Functionality of WIP/BIA.
- Fixing and clearing rejections to facilitate IC Invoices.
- Handling of Labor Exceptions for recording and accounting of employee hours.
- Validation of different financial transactions.
- Reconciling the cost and revenue figures with PA Vs GL.
- Processing of Prepayment batches for amortizing of Historical Cost.
- Validating the extra hours booked by resources for taking remedial measure at project level correct cost booking.
- Transfer price rate set up for Inter OU resources for correct revenue booking for ICO Transactions.
- Project level recording of Contractor's cost for hours charged by them.
- Hours booking and correction in the Legacy and Application System.
- Time and Expense Re-Class.
- Re-calculation of cost and revenue.
- Time & Expense Import Status and exception clearing.
- Month end close activities like My Expense Accrual, VMS Time Accrual, PO Accrual, Missing Timesheet.
- Trail Balance & Unbilled Aging Receivables Reconciliation.
- Manage NAAC PA Generic Mailbox.
- Mailbox Backup.
- Maintain TAT.
- WIP BIA Transfer.
- Run reports like DXL, DXC, DXM, REV program, Create Accounting, XI, EXC.

#### Career Highlights in Capgemini Tenure

- Received rewards and recognition (Outstanding Performance, Rising Star, etc.)

#### G.C.BANKA & CO., CHARTERED ACCOUNTANT FIRM

Oct 16 – Mar 17

**Period:** Oct - 2016 to Mar - 2017  
**Client Name:** UCO Bank, Main Branch, Rourkela  
 United Bank of India, Rourkela  
**Position:** Auditor Assistant  
**Location:** Rourkela

#### Roles and Responsibilities

- Carried out Concurrent Audit of UCO Bank every month.
- Executed Revenue Audit of United Bank Of India.
- During Demonetization, implemented multiple task, verification and followed different rules to check the discrepancies.

**THE TELEGRAPH (ABP PVT. LTD.)****Jun 16 – Nov 16**

**Period:** Jun -2016 to Nov - 2016  
**Client Name:** Quess  
**Position:** Facilitator  
**Location:** Rourkela

**Roles and Responsibilities**

- Promote reading habit and develop vocabulary.
- Promote newspaper by explaining parents and student about the article and the usable.
- After few month, I was promoted as Team Leader and my job was to encourage my team's ability to perform their best.

**VETA EXPERTS IN SPOKEN ENGLISH****Nov 15 – Mar 17**

**Period:** Nov -2015 to Mar - 2017  
**Client Name:** Triumphant Institute of Management Education Pvt Ltd (T.I.M.E.)  
**Position:** Communication Skill Trainer  
**Location:** Rourkela

**Roles and Responsibilities**

- Conduct Spoken English Classes which included vocabulary, correcting pronunciation of students, teaching grammar and helping them overcome their stage fear.
- Conducted spoken English classes at intermediate residential colleges like Prakruti Science College and Image Institute

**LIFE LINE (NGO)****Apr 14 – Mar 15**

**Period:** Apr -2014 to Mar - 2015  
**Client Name:** Life Line  
**Position:** Project Coordinator  
**Location:** Rourkela

**Roles and Responsibilities**

- My role as Project Coordinator has given me experience in implementing policy in the grass root level and strength my leadership quality.

### ACADEMICS

Board/University	Degree	Year of passing	Percentage
Sambalpur University	BCOM (Accountancy)	2016	50%
ISC	10+2 (Commerce)	2013	55%
ICSE	10	2011	60%

### SPECIAL COURSE

- Tally ERP

### PERSONAL DETAILS

**Father's Name** : Shyam Sunder Choudhary  
**Date of Birth** : 1<sup>st</sup> December 1993  
**Languages** : English, Hindi, Odia & Bengali  
**Permanent Address** : Jagadhatri Basti, Sector-1, Rourkela, Sundargarh, Odisha, 769006  
**Present Address** : Block Number A05, Flat Number 304 Shukhobrishti Housing Complex, Shapoorji, Rajarhat, Pin- 700156

### DECLARATION

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place – Kolkata

Dated -

Anjali Kumari Choudhary

Signature of the Candidate