

Geeta Kaushik

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CORE COMPETENCIES

Finance & Accounts

Reconciliation Operations

Client Relationship Management

Risk Analysis

*Versatile, high-energy professional targeting assignments in
Finance & Accounts/ Risk Analysis/Reconciliation Operations
with an organisation.*

PROFILE SUMMARY

- **Cost Accountant** offering **over 4+ years** of experience in **Finance & Accounts**.
- Leveraging skills in **preparing financial reports** and managing documents for streamlining systems to facilitate achievement of organizational objectives and ensure profitability.
- Played a key role in following **Journal posting robotics, Invoice posting automations, Disclosure automations etc.**
- Skilled in working on **Tally & Microsoft Navision**.
- Expertise in managing **day-to-day accounts related activities** in coordination with internal/ external departments for smooth financial operations.
- Played a key role in **transition of process** from branch to Head office.
- Effective in steering overall accounting operations and audit, and operational improvements, improving productivity and efficiency.
- Excellent communication and interpersonal skills with strong analytical, problem-solving and organizational capabilities.

ORGANIZATIONAL EXPERIENCE

S M GUPTA & CO.(CA Firm) as Senior Executive

Jan'22 to till date

Key Result Areas:

- Preparation and filing of GST returns (GSTR-3B and GSTR-1).
- Reconciliation of GSTR-2A on monthly basis.
- Support in day-to-day current and future requirements of retainer clients in the field of GST.
- Follow up for documents and information from clients.
- Replying to general inquiry letters issued by the department.
- Preparation of Income Tax Returns for individuals, partnerships firms and Computation thereof.
- Prepare tax returns, payments, necessary paperwork, and reports
- Maintaining accounting records on a daily basis.
- Check and verify TDS related data and make payment.
- Preparation and filing of TDS returns on quarterly basis (Form24Q and Form26Q).

M/S Shiv Ratna Paper Pvt. Ltd. as Account Officer
Sept'19

Oct'18-

Key Result Areas:

- Presiding weekly team meets focusing on targets & achievements and sharing the weekly progress report.
- Preparing and reviewing the open items and following up on open and unreconciled items.
- Managing month end monthly tasks like preparation of monthly Profit, GL close activities including:
 - **Sales allocation, reconciliation and submission to BI.**
 - **Stock reconciliations and submissions to BI.**
 - **AP/AR reconciliation, Posting of invoices, Expenses & collection,**
 - **GR/IR clearing, Bank reconciliation.**

Highlights:

- Reviewed, investigated, and corrected errors and inconsistencies in financial entries and documents that led to transparency in reporting to the Management.
- Reconciliation – Reconciliation process and open item reduction.

Genesis Colors Pvt Ltd. (Satya Paul) as Executive Finance & Accounts

May'11-Dec'14

Role:

- Debtors/Receivables Management along with reconciliation of the debtors.
- Co-ordination with Sales & Operations for Debtors' Management, Credit Risk. Management & Fraud Management.
- Ensuring adherence to Credit Policy, Credit Limit & Payment Terms.
- Planning for outstanding and future collection plans with business heads.
- Preparation of monthly Sales Report segment wise and channel wise for presentation to management.
- Monitoring Store wise sales and P&L thereof.
- Visited clients' corporate offices to have in-depth understanding of client's business and transaction structure in order to access the appetite for the funds and credit requirements.
- Ensuring proper booking of purchase and other expense and payment thereof.
- Posting of invoices/ Payment of all types of Invoices & Expenses.
- Handling the General Accounting as well as Monthly Closing.
- Interfacing with Internal and Statuary Auditors.

Highlights:

- Delivered a cost saving of INR 20 lakhs through timely closure of all opened & Unreconciled items of major clients of the organisation.

ACADEMIC DETAILS

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| 2015 | MCOM (MA&FS) from IGNOU |
| 2011 | CMA from Institute of Cost & Management Accountant of India, New Delhi |
| 2010 | B.Com. From University of Delhi |
| 2006 | 12 th from Central Board of Secondary Education Delhi. |
| 2004 | 10 th from Board of School Education Haryana. |

PERSONAL DETAILS

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| Date of Birth: | 31st Aug 1988 |
| Languages Known: | English and Hindi |
| Address: | House No B-5, Street No 5, Rama Garden, Karawal Nagar, North East .Delhi-110094 |
| Marital Status: | Married |