

Alpana Lenka

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Accounts professional with 2+ years of accounting experience in public accounting and financial auditing. Capable of handling Accounting Operations & Cash Flow Management. Strong knowledge of Financial Reporting, Auditing and Taxation and industry trends. Punctual and efficient accountant teamed with excellent delivery and top performance, effective knowledge in handling Financial, Accounting and Procurement activities. Seeking a position as Senior Accountant Assistant where my extensive experience will be further developed and utilized.

Profile Summary

- ▶ Revamped accounting system, which ended up in increased efficiency in handling accounting controls.
- ▶ Reduced paperwork by converting all accounting procedures to an electronic form.
- ▶ Expanded the accounting department's efficiency through rigorous training of accounting staff.
- ▶ Implemented corrective measures that decreased minor accounting discrepancies.
- ▶ Won appreciation from senior management for my continues inputs to the company's growth.
- ▶ A well known personality in my collage and school for academic and cultural performances.
- ▶ Won multiple awards and appreciations from management in my small journey with last employer.

Skills & Competencies

Internal Audit	Financial Reporting	Inventory & Purchase	Critical Thinking
MIS reporting	Accounts Payable/Receivable	Petty Cash Handling	Time Management
Attention to Details	General Business Knowledge	Service Orientation	Problem Solving
Data Analysis	Effective Communication	Software Proficiency	People Management

Organizational Experience

Karvat Cover- More Assist Private Limited

March 2018 – June 2020

Finance Executive

Genpact India pvt ltd

October 2021 to March 2022

Post- process developer

CTC-350000

Responsible for monitoring financial operations such as reporting, payroll, invoicing and other transaction.

- Overseeing preparation of reports including income statement, cash flow statements & share holders' equity.
- Managing and dealing with statutory compliance including auditing, VAT and other related matters.
- Spearheading analytical review of balance sheet and profit and loss account at the end of every month.
- Successfully reviewing and monitor ongoing projects, to evaluate, preparation and presentation of Budgets, Cost controlling and cost comparatives of the projects.
- Responsible for Monthly Billing, Invoicing, Filling VAT return, LC Preparation and Documentation.
- Managing and maintaining finance related programs and documents inclusive of future plans and programs.
- Preparing plans for purchase equipment, service & supplies, bank reconciliation and client reconciliation.
- Maintain and Updating supplier information such as qualification, delivery times, product range, Etc.

Academic Details

• MBA in Finance	BPUT	2009
• Bachelor of Commerce	Utkal University, Odisha	2004
• Senior Secondary Schooling	Council of Higher Secondary Education, Odisha	2001

Personal Details

- Date of Birth: 20th May 1983
- Languages Known: English, Hindi and Oriya
- LinkedIn Profile URL: <https://www.linkedin.com/in/alpana-lenka-b6b6a6212>

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