

Vindhya D

Finance Executive

 Bangalore North, India 500079

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Finance Executive with expertise in strategic financial planning, budgeting, and analysis. Proven track record of optimizing financial processes to drive profitability and organizational growth. Strong leadership skills with a focus on fostering cross-functional collaboration and achieving key performance indicators. Seeking opportunities to leverage experience and drive financial success in a dynamic corporate environment.



Skills

- Financial Controls
- Audit preparation and response
- Variance Analysis
- Team Player and capable of handling things and adherence to timeliness
- Handworking and flexible according to the situations.
- Possess sound knowledge of accounting principles and practices.
- Possess working knowledge of ERP Software (AR/AP/GL Modules)
- Proficient in managing financial records and accounting tasks using Zoho Books



Work History

Finance Executive

TGD Marketing Pvt Ltd, Bengaluru, India

- Developed long-term strategic plans for sustainable growth, working closely with executive leadership team members.
- Processed invoices efficiently in Zoho Books, ensuring accuracy in financial transactions and record-keeping.
- Maintained cash vouchers with meticulous attention to detail, facilitating accurate and up-to-date financial records.
- Collaborated closely with auditors by providing necessary documents and support, ensuring compliance and facilitating smooth audit processes.
- Conducted regular bank visits for document submission, adhering to financial protocols and maintaining strong banking relationships.

2022-12 - Current

- Ensured timely execution of monthly payments, maintaining cash flow and meeting financial obligations without delay.
- Managed vendor payments meticulously, ensuring all suppliers were paid on time and according to agreed terms, thereby maintaining positive vendor relationships.
- Processed reimbursements promptly, ensuring that all employee expenses were accurately compensated in a timely manner.
- Collaborated with external auditors to ensure the timely and accurate completion of annual audits, minimizing potential risks and maintaining a strong reputation for financial integrity.
- Led cross-functional teams to develop initiatives aimed at reducing operational costs and improving profitability.
- Secured financing for business expansion through effective negotiation with banks and investors.
- Developed strategic plans for day-to-day financial operations.
- Utilized financial software to prepare consolidated financial statements.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Analyzed financial statements against forecasts to prepare high-level variance analysis.
- Prepared monthly reconciliation of bank accounts and took corrective actions on deviations.

2019-10 - 2020-03

Senior Accounts Executive

Robert Bosch Engineering And Business Solutions, Bengaluru, India (Remote)

- Mentored junior staff members by sharing knowledge and experience, fostering a positive work environment conducive to learning and professional growth.
- Optimized budgeting process by providing detailed forecasts and variance analyses to management.
- Improved cash flow management for timely payment of company expenses and obligations.
- Played a key role in the successful integration of newly acquired companies into existing financial systems and processes through careful planning, coordination, and execution of transition plans.
- Processing of PO Invoice Verification in SAP System.
- Process of Invoice based on GRN
- Working on the enquiries of Vendors and Providing them with the necessary details.
- Validation of Invoice in E-Flow.
- Maintaining healthy relationship with the supplier.
- Communicate with the team members.

2018-04 - 2019-03

Juniour Accountant

Suntec Agri Equipment's India Pvt Ltd, Bengaluru, India

- Reduced errors in financial reporting through meticulous review and analysis of documents.
- Assisted in budget preparation and monitoring for increased cost control and profitability.
- Provided support during audits by gathering requested documentation and answering questions from auditors.

- Collaborated with senior accountants to perform month-end closing procedures, ensuring timely financial reporting.
- Performing Cash Reconciliation and Bank Reconciliation.
- Managed accounts payable, accounts receivable and Payroll departments.
- Reconciliation of Debtors and Creditors.
- Processing accounting transaction.
- Preparation of E-Way Bill.
- Process the payable invoices Weekly.
- Maintaining the office files.
- Perform daily entry of accounting and weekly perform checking and updating.
- Preparation outstanding list of debtors and making payment follow-up.
- Reconciliation of bank statement at the end of month.
- Managed vendor accounts, generating weekly on demand cheque.
- Accounting of sales invoices (Domestic, Interstate & Export) on daily basis in tally & following for payments on daily basis in order to avoid delay in outstanding & knocking of the payments for both creditors & debtors against the sales invoices.
- Prepared bank reconciliations on a monthly basis to identify potential discrepancies between company records and bank statements.
- Preparation of Bank Reconciliation Statement on daily basis after the payment made online and cheque to know the balance for all the accounts.
- Establishing table of accounts.

2016-05 - 2018-04

Dispatch Assistant

John Distilleries Pvt Ltd, Bengaluru, India

- Assisted in staff training initiatives, sharing best practices with new hires and reinforcing key skills among existing team members.
- Collaborated with other departments to improve overall logistics performance, streamlining processes across the organization.
- Participated actively in weekly meetings with management teams to discuss dispatch performance metrics, identifying areas for improvement and implementing necessary changes.
- Contributed to improved route planning by analyzing data trends and making recommendations for adjustments as needed.
- Preparation of Production Statements.
- Preparation of Dispatch Statements.
- Preparation of Gate Pass.
- Monthly Reporting Entries as per Month end requirement.

2013-05 - 2015-11

2011-06 - 2012-05

2009-06 - 2010-04



Education

B.com: Accounting

Government Ramnarayan Chellaram College - Bengaluru, India

Some College (No Degree): Commerce

S Cadambi Vidya Kendra - Bengaluru, India

S.S.L.C

Max Muller High School - Bengaluru, India



Personal Details



Date of Birth: 12/01/1995

Nationality: Hindu

Marital Status: Married

Gender: Female



Languages



Kannada, English and Hindi