




# Shivani Namdev

## Managerial Accounts Administrator

### PROFESSIONAL EXPERIENCE

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Accounting professional with more than five years of experience in financial accounting, HR, Administration and Reporting. Proven expertise in maintaining accurate financial records, analyzing data, and ensuring compliance with accounting standards seeking a challenging position, managing recruitment processes including sourcing, interviewing and onboarding, maintains day-to-day office operations by organizing procedures, scheduling appointments, managing correspondence, preparing payroll, controlling supply requisitions, designing filing systems, and overseeing clerical functions. which will give me the opportunity to grow and expand my practical experience while also learning and developing new skills.

 +91- 8435418026

 shivaninamdev49@gmail.com

 <https://www.linkedin.com/in/shivani-namdev-7b800928b/>

### Skills

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- ✓ Office Administration
- ✓ Team Leading
- ✓ Bank reconciliation
- ✓ Petty cash
- ✓ Accounting books keeping (day to day cashbook)
- ✓ Records and books keeping, general ledger, vouchers
- ✓ Staff Salary
- ✓ Salary Acquittance roll
- ✓ Taxation (EPF, TDS, GST)
- ✓ Budget preparation
- ✓ MS Word
- ✓ MS Excel
- ✓ Accounting Software: Tally ERP 9 /Tally prime
- ✓ Accounts payable and receivable
- ✓ Financial statement- preparation and evolution
- ✓ Conflict resolution
- ✓ Presentation skills

### WORK EXPERIENCE: from 2018

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#### ❖ Shreshtha Automotives Private Limited Bhopal

##### Sr. Accountant/ Accounts Manager

- **Financial Record Keeping:**
  - Accurately record all financial transactions.
  - Maintain and reconcile accounts, including asset, liability, and equity accounts.
  - Prepare and maintain accurate financial records, including balance sheets, income statements, and cash flow statements.
- **Financial Analysis and Reporting:**
  - Analyze financial data to identify trends, assess financial risks, and provide insights.
  - Prepare financial reports and statements for internal and external stakeholders.
  - Conduct financial forecasting and risk analysis.
- **Auditing:**
  - Conduct internal and external audits to ensure the accuracy and integrity of financial records.
  - Review financial documents to resolve discrepancies and irregularities.

- **Payroll Management:**
  - Process payroll and ensure accurate and timely payment of employee salaries.
  - Manage payroll taxes and deductions.
- **Other Responsibilities:**
  - Review contracts and process payments.
  - Manage cash flow.
  - Provide guidance on revenue enhancement, cost reduction, and profit maximization.
  - Liaise with auditors and other stakeholders.
  - Develop and document business processes and accounting policies.
- **Tally Prime:**
  - Recording daily transactions such as sales, purchases, receipts, and payments in Tally. ...
  - Inventory management by updating and managing the stock levels.
  - Bank reconciliation by matching company accounts with bank statements.
  - Creating sales invoices and purchase orders.

**❖ Rani Dullaiya Smriti Ayurved P.G. College  
(R.D.M.C.), Bhopal**

**Accounts Administrator / Senior Accountant/ HR  
(May 2024- Present)**

- **Conducting Financial Analysis:**
  - Analyzing financial statements and reports to identify trends, discrepancies, and opportunities for improvement.
  - Utilising financial software and tools to perform complex data analysis.
- **Managing Financial Operations:**
  - Supervising, preparing, verifying, and maintaining financial records, including journal entries and general ledger accounts.
  - Ensuring compliance with accounting principles, policies, and industry regulations.
- **Providing Financial Reporting:**
  - Preparing accurate and timely financial reports, such as balance sheets, income, and cash flow statements.
  - Presenting financial information to stakeholders, management, and auditors
- **Supporting Audit and Tax Processes**
  - Collaborating with auditors and assisting with financial audits to ensure compliance and accuracy.

- Working closely with tax professionals to prepare tax returns and meet tax obligations.

- **Reconciliation:**

- Reconciles payments processed in the financial system against bank statements to ensure that all transactions are accurate and complete.

- **Data Analyst:**

- Extracting and interpreting financial data to identify patterns, trends, and anomalies that may impact business performance.
- Generating reports and delivering key financial insights to aid in decision-making processes.

❖ **Mid India Christian Services (MICS), Damoh, M.P.  
Office Administration/ Senior Accountant/ HR,  
(July 2022- May 2024)**

- Efficiently managed office operations, including scheduling appointments, handling correspondence, and organizing meetings.
- Provided administrative support to senior management, including drafting correspondence, preparing presentations, and conducting research.
- Demonstrated strong organizational and multitasking skills, handling multiple tasks simultaneously while maintaining attention to detail and accuracy.
- Ensure the integrity of the accounting information by recording, verifying, consolidating, and entering transactions.
- Directing the accounting team for day-to-day financial management.
- Comply with all federal, state, and local protocols, including legal requirements, and interpret new and existing legislation.
- Prepared and provided monthly, quarterly, and yearly financial reports to the management.
- Analyzed financial data to help identify trends and give information on which to base strategic decisions.
- Implemented process enhancements that increased financial record-keeping accuracy and efficiency.
  - Guide junior accountants and other staff by answering questions and coordinating informational classes.
  - Maintain the general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
  - Making of employees' monthly salary and ensuring their PF deposition.
  - Completing an internal audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Implemented HR policies and procedures to ensure compliance with labor laws and company standards.
- Facilitated employee training and development programs to enhance team performance and job satisfaction.

❖ **Arjun Nirman Infrastructure Private Limited, Damoh, M.P.**  
**India Junior Accountant, April 2018 - July 2021**

- Played a vital part in the company's financial management which includes all account reconciliations and reporting to necessary parties.
- Managed routine accounting activities like accounts payable and receivable.
- Accomplishing and maintaining Bank Reconciliations, Vouchers, The cashbook Ledger entries, Tally Erp9/Prime.
- Preparing GST compliance list of petty contractors of the firm.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Helped with the financial assessment and projections of the budget.
- Assisting with reviewing of expenses, payroll records etc. as assigned
- Preparing and submit weekly/monthly reports.
- Assisting senior accountant in the preparation of monthly/yearly closings.
- Help with the company's other accounting projects.

❖ **Samsons Scientifics And Surgicals Pvt Ltd, M.P.**  
**Indore Jr. Accountant**

- Keeping track of general ledger entries and overseeing the company's financial activities
- Handled expense reports, processed invoices, and made sure vendors received payments on schedule.
- Computed taxes, online preparation of tax challan
- Audit financial transactions and documents.
- Coordinating with the purchase and sales departments
- Dealing with the daily petty cash of the company.
- Manage transactions with customers using petty cash registers.

❖ **S.K. Enterprises, Damoh, M.P. India**  
**Office Co-Ordinator**

- Directing the accounting team's daily financial operations.
- Monitoring office expenditures and all the contracts.
- Perform basic bookkeeping activities and update the accounting system.
- Overseeing the company's monthly targets.
- Monitoring office stock inventories and placing orders.
- Maintaining files and records with effective filing systems

❖ **Education:**

**M.B.A. (Finance and Accounting Management)**  
**Amity University Online, Noida, India**  
2023-2025

**PGDCA (Computer Application/Tally Software) Ojaswini College, Damoh, India**  
2019-2020

**BSc (Maths, Science, Computer Application)**  
**PG College, Damoh, India**  
2016-2019

❖ **Language Known:**

**Hindi: Read; write; speak**

**English: Read; write; speak**