

# DOROTHY KOTIAN

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## MBA-FINANCE

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***World Resources Institute -Headquartered in USA (India Resources Trust, India)  
12<sup>th</sup> June'19 till Date***

### **Manager -Financial Operations and Accounting**

Overall in charge of all functions related to Finance, Accounting and reporting on Utilisation of Budgeting. Efficient Cash and Bank Management & ensure adequate supervision over Income & expenditures, Revenue and ensure adequate risk controls and effectiveness, and devise internal controls measures for the Accounting/Budgeting and Revenue Tracking.

### **WORK EXPERIENCE:**

#### **Software:**

IBM Cognos - Business solutions-based company in Canada

#### **TM1:**

Used to review budgeted and forecasted activity by project

#### **Cognos:**

Used to review financial activity by project, Scrutiny of general ledger, cash receipts, billing, accounts payable and receivable, fixed assets, etc

#### **Time Sheet:**

Web-based timesheets, analysis leave record, extract data for reporting

SAP Concur - SaaS company based in Washington, providing travel and expense management services to businesses

#### **Concur:**

Travel and Expense Management Portal

#### **Statutory and other Compliance:**

- Preparing monthly tracker for all statutory payments for filing and reporting.
- Ensure and prepare data required for all Registration/Compliance and filing of various returns applicable to the Trust for PAN India in consultation with the external experts.

**Donor Report:**

Preparing Utilisation certificate, Financials of Trust, Preparation of documents for Due diligence.

**Board and Management Reporting:**

- Program wise expenditure.
- Cash Utilisation Analysis.
- Fixed Asset tracking and analysis.
- Prepare financial statements and schedules for reporting to the Statutory compliance, Management, Auditors, and Donors.

**Daily and Monthly activity:**

- Monitoring purchases and approvals for entire India operations
- GL security and analysis.
- Tracking Time Sheet for all employees, Advance settlement through Concur, Revenue record and Instalment dues.
- Working with the USA, Headquarters (parent organization) team to close two parallel accounting software.
- Closely work with Payroll consultant, providing data and reviewing the same.
- Conduct balance sheet analysis to oversee account reconciliations and perform correcting entries where needed. Prepare clear and accurate revenue recognition schedules, including deferred revenue, prepaid and accruals.
- Successfully completed registration processes for Shops & Establishment and other Labour compliances.

***Magic Bus India Foundation, Mumbai 1<sup>st</sup> March'2006 to 5<sup>th</sup> June'19***

Magic Bus India Foundation is a pioneer Sports for Development Organization which holds the niche for linking Sports & outdoors as a medium for bringing about development with offices in India, UK, US & Germany.

**Sr.finance Manager** *(Reporting to the CFO)*

Principal lead for all functions related to Finance. Ensure fund management & control over expenditures, placement of adequate risk controls and effectiveness, and strengthen internal controls and processes.

- Constant monitoring thereof for deviations and corrective actions
- Creating structure in Tally software with proper chart of accounts & cost centres for HQ & branches
- Provide Due diligence reports to stakeholders.
- Leading & Coordinating with 25 members of finance team across all branches in India.
- Accurate reporting of Financials on a periodic basis to the CFO and the Board (India and abroad).
- Provide financials for creating all funding proposals and also reporting to the funding partners.
- Ensuring timely statutory audit
- Ensuring timely statutory payments to IT

- Ensuring submission of Audited statement to IT & Annual submission of FCRA to Home Ministry.
- Eternally inducting, training, auditing finance systems at all branch of India.
- Assist the CFO in creating & implementing policies & procedures for efficient Management.

**One year of experience in Microsoft Dynamics AX 2012 as a coordinator Roles & responsibility**

- Discussing about configuration with implementers
- Verification of configuration done in AX
- Test cases preparation for (User acceptance testing)
- Testing of customizations and additional requirements
- Approval of financial transactions
- Auditing of transactions
- Financial statement and reports
- Data entries testing before implementation
- Basic configuration about general ledgers

***Thakker Logistics Pvt.***

***October 2004 to 5th March'06***

Thakker Logistics Pvt. Ltd is a clearing and refund agent along with Consultancy service provided for the octroi matters.

Working as an Accountant. The profile involves Managing Accounts up to Finalization. Managing audit process, income tax, service tax matters of the organization and personnel accounts.

***YUVA – Youth for Unity and Voluntary Action.***

***January 1997 to October 2004***

Youth for Unity and Voluntary Action (YUVA) was founded in 1984 as a voluntary development organization, enabling Human Rights and Dignity for all..

**The job initially comprised of:**

- Handling cash and bank transactions.
- Managing audit and reporting cluster of the organization which included finalizing accounts of the organization.
- Attending auditors, preparing receipts and payments statement for donor partners.
- Financial reporting to Home Ministry, Charity Commissioner, Income Tax and governing board of the organization.
- Handled Income Tax (TDS) matters of Non salary
- Worked in co-ordination with the HR unit for Recruitments, Contracting, Performance Appraisal's, Staff welfare and staff exit management ,other staff related issues.
- Handled the entire Payroll system for the organization.

***Giridhar Patel and Co., Chartered Accountant***

***January 1996 to December 1996***

Worked as an Accounts Assistant. The profile involved handling cash and bank transactions and maintaining company accounts on the tally package.

## ***Personal Details***

### **EDUCATION**

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**MBA –FINANCE August 2013 – INSTITUTE OF CHARTERED FINANCIAL ANALYSTS OF INDIA UNIVERSITY,SIKKIM**

**Bachelor of Commerce ~ Mumbai, Maharashtra, India**

**DOB – 1<sup>st</sup> January 1972**

**Current CTC -16,00,000/- P.A**