

# PRARTHANA PANDYA

Chennai India

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Forward-thinking team leader skilled at operating departments efficiently to meet goals. Successful background matching employees with roles for maximum performance. Proactive and hardworking individual focused on continuous operational improvement. Knowledgeable and experienced Bookkeeper with extensive knowledge handling and documenting financial transactions according to policies and preferred procedures.

## Education

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Loyola College (Pondicherry University) at Chennai

MBA - Finance & Accounts

Shashun Jain College (Madras University) at Chennai

B.com- Corporate Secretaryship

## Accomplishments

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1. Optimized Travel Expense Process – Streamlined the travel expense process, achieving a 10% reduction in processing time and increasing operational efficiency.
2. Enhanced Travel Operations – Managed the travel desk implantation, set up vendor relationships, and streamlined the entire travel module for the company, improving vendor onboarding and operational flow.
3. Analyzed and Reported Travel Data – Conducted in-depth analysis of travel data to identify spending trends and provided actionable insights to management.
4. Led Office Renovation and Branding – Spearheaded the complete renovation of the office space, from vendor onboarding and evaluating multiple bids to incorporating employee needs and establishing a branded client experience zone.
5. Mentored Team for Performance Growth – Motivated and mentored a team of junior employees, leading to a marked improvement in team performance and productivity.
6. Initiated Technical Training Programs – Played a key role in initiating training programs by onboarding the trainer on GCP, Azure, Fabric and other technical skills for employees across various entities, enhancing their capabilities.
7. Provided Comprehensive Audit Support – Delivered end-to-end support for internal and statutory audits across finance and HR, fostering trust and ensuring compliance with audit requirements.
8. Led CSR Initiatives and Mentorship Program – Initiated and coordinated CSR campaigns, including collecting nominations for a mentorship program that supported Sevalaya students in pursuing higher education by Helping & guiding the students towards the selection of suitable courses and colleges.

## Skills

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- Coaching and training
- Written and interpersonal communication
- Cash handling expertise
- Process implementation
- SAP and ERP system knowledge
- Quickbooks & Darwinbox operations
- Flexible and Adaptable
- Data Entry
- Cross-departmental collaboration
- Maintaining Visibility to all team members

## Work History

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### ASSISTANT MANAGER - FINANCE

*Latentview Analytics Limited*

*April 2019 - July 2023*

- Created organizational structures to improve accounting and finance functions.
- Supported operations management, sales, and marketing efforts to increase revenue and overall financial health.
- Executed vendor setup and payment, administration of bank accounts and account reconciliations , Collections of Form W9 & 1099 filing in USA , alternatively collection of vendor contract , quotes & bank details for audit purposes .
- Trained new and existing staff members in various financial procedures to prepare for job requirements.
- Monitored budget and revenue trends, compiling reports for company leadership to inform decision-making.
- Reviewed documentation and identified financial discrepancies where applicable.
- Preparation & review of accounts for auditors and participate in internal and Statutory audit process for year end closing. Maintained internal trackers for entire team to ensure none of the deliverables or payments are missed , thereby ensuring that the team follows the timeline.
- Independently handled AP / AR and along with review of aging report on a monthly basis for all entities located at USA, India , UK, Germany, Netherlands & Singapore.
- Creation of Purchase orders & Goods and service receipts as a process to be followed before raising the invoices in the SAP system.
- Knowledge on maintaining SAP concur expenses claim reimbursements both in India and US on monthly basis. Creation of new employee ID"s , access rights and approval matrix linking in Concur. Performing one-off employee related expense reimbursement along with payroll.
- Planned audits and audit activities to allocate necessary resources and determine consistency of plans with audit objectives during IPO.
- Gained strong leadership skills by managing projects from start to finish.

- Completed paperwork, recognizing discrepancies and promptly addressing for resolution during listing phase of company from Private limited to Public Limited.

## SNR. EXECUTIVE- FINANCE

*Latentview Analytics Limited*

*October 2016 - March 2019*

- Handling Company's revenue , gross margin , pricing sheet and all revenue related reports.
- Generating AR aging report on weekly basis and sending reminder emails to client for releasing payment.
- Creation of project code and sales order in SAP system for client and maintaining timesheet records.
- Successfully onboarded & migrated finance module from Tally to SAP by Design
- Complete understanding on using of SAP system for Accounts Receivables , Accounts Payables , Liquidity Management , Payment Managements & reporting .
- Interviewed, recruited and trained new onboarding candidates.
- Demonstrated proficient leadership skills to motivate employees and build competent teams.
- Streamlined operations to maximize business efficiency and work structure.

## EXECUTIVE- FINANCE

*Latentview Analytics Limited*

*November 2013 - September 2016*

- Data entry into Tally system and monthly Bank Reconciliations
- Preparing Aging list and reconciling vendor balances with company's book balance
- Organized due diligence in preparation TDS Report & Other compliances
- Handling on Company's credit card and tracking expenses with monthly Reconciliations
- Monitored expenditures to mitigate risk of overages
- Established and implemented departmental policies, goals and objectives.

## Languages

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English

Tamil

Hindi

## Courses

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- The Ultimate guide to Effective communication by Ankur Warikoo
- The complete Instructional Designer course for Corporate Learning
- POSH workshop for HR and Managers
- A workshop on Collaboration & Networking Techniques
- Linguaskill Cambridge Assessment for English proficiency