



# ANURUPA MAHATO

📍 Bengaluru, India 560100

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## SUMMARY

A Dedicated Finance Professional with 6 years of experience in Accounts Payable, Record to Report analyst, Financial analysis, Financial statement review, auditing and reporting, accounting softwares etc. Well-versed in accounting software such as SAP FICO, Tally, E-Office and Navision. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## SKILLS

- Record To report Analyst
- MSRA, Kusto, Power BI
- Recon Intelligence software
- Journal Entry Management
- Financial analysis and reporting
- Microsoft Excel, Word, PPT etc
- Auditing
- Financial Accounting
- Accounts Payable
- Treasury Accounting
- Account Reconciliation
- TDS
- GST
- SAP FICO
- Microsoft Dynamics Navision
- Tally ERP
- Journal Entries

## EXPERIENCE

**ASSOCIATE**, 06/2024 - Current

**Centre For Development Of Telematics**, Bengaluru, India

- In Training, development and IPR Team
- Providing Training etc

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**ANALYST-FINANCE**, 01/2024 - 06/2024

**Accenture**, Bengaluru, India

- Client vendor was Microsoft, handled the Record keeping, reporting and Bank Account reconciliation of Microsoft.
- Cash seven research of Microsoft Credit card providers.
- Involved in recording and reporting, also involved in daily and weekly activities of the tasks allotted.
- Month End Journal entries in JEM software.
- Bank Account Reconciliation in RI software.
- Ad-hoc entries if required.
- Month end and Quarterly tasks.
- Worked in SAP FICO, KUSTO, MSRA, POWER BI, RI and JEM Software of Microsoft.

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**FINANCE EXECUTIVE, 08/2022 - 08/2023**

**Bharat Heavy Electricals Limited**, New Delhi, India

- Handling Finance Secretariat Work.
- Analysis of financial statements against forecasts to prepare data as per the requirement.
- Preparation of Peers Data based on Quarterly Financial results and Annual report with Interpretation of the same.
- Data Analysis and Verification of Financial Statements.
- Prepare reports and projections and Organize data into multiple spreadsheets to streamline data.
- Preparing and representation of financial data in MS Power Point,Excel etc.
- Overview of Financial Dashboard status.
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**ACCOUNTS ASSISTANT, 06/2020 - 08/2022**

**Solar Energy Corporation Of India Limited**, New Delhi, India

- Accounting of Power Trading Section.
- Power Trading of Own Projects.
- Payments to all the Solar Power Developers, Transmission charges, SLDC charges, KVARH, WRLDC charges, TDS u/s194Q, TCS u/s 206C & accounting thereof.
- Making Annuity payments
- Preparing PSM(Payment Security Mechanism) on month end and Reconciliation of PSM Quarterly MIS data
- Solar Power Developer reconciliations, monthly sale purchase energy reconciliations, MIS for Solar Energy rebate/non rebate payments
- Vetting PPA proposals(checking documentation), evaluating Bank change proposals of SPDs/ new projects received in e-office software
- Handled Bank Guarantees .
- Accounting and auditing of related work - Solar,purchase payables etc

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**SENIOR FINANCE ASSOCIATE, 06/2018 - 05/2020**

**Indian School Finance Company Private Limited**, New Delhi, India

- Processed payments and documents such as invoices, journal vouchers, rent,Salary Payment,employee reimbursements,vendor reimbursements etc
- Preparation of Daily Cash Flow of the Company.
- Handled Corporate Bank accounts of the Company,fund transfers,maintenance of Overdraft bank accounts etc
- Book Keeping and Data Entry in Tally ERP,Navision Software .
- GST
- TDS
- Bank Reconciliation
- Making Treasury payments.
- Preparation and maintaining record of the Bank Documentation related to corporate net banking and other work related to corporate.

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**EDUCATION AND TRAINING**

*Doon Business School, Dehradun, UT, 06/2018*  
**MBA: Finance**

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*Jamshedpur Women's College, Jamshedpur, JH, 05/2015*  
**Bachelor of Commerce: Commerce**

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*Mount Carmel School, Dhanbad, JH, 04/2012*  
**Intermediate: Commerce**

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*Mount Carmel School, Dhanbad, JH, 04/2010*  
**Matriculation**

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**LANGUAGES**

- English
- Bengali
- Hindi

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**CERTIFICATIONS**

Lean Six Sigma