



Subhalaxmi Dora

Aspiring Financial Data Analytic & Corporate Finance executive certification from IIM Visakhapatnam

Contact

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📍 Bhubaneswar, Odisha

SUMMARY

FP&A Assistant Manager with 10+ Years of Experience in financial planning, analysing and forecasting. Proficient in analysing monthly statements, complex financial data, performance variance analysis and providing actionable insights to senior management. Strong communication skills and ability to collaborate effectively with cross-functionally teams.

CAREER GRAPH

Assistant Manager (FP&A)



Since March' 12 - July' 14 (Associate at EY) & Aug'16 - Present (Executive to AM at EY)

EY is one of the largest professional service firms in the world and one of the BigFour accounting firms, along with Deloitte, KPMG and PricewaterhouseCoopers. One of the world's leading professional services organizations helps companies across the globe to identify and capitalize on business opportunities.

Key Responsibilities

- Preparation of Monthly Financial Statements and Reports for Management.
- Preparation of P&L for management review, work closely with the Directors and CFO for the Annual Forecasting and Planning DNPC & Overheads and circulating the plan templates to Led a team of 6 financial analysts to review and finalise the ledgers analysis and reports prepared by them and streamline budget forecasting processes.
- Reviewing forecasts and budgets created by the Analysts and suggesting changes
- Improving the processes that Analysts use to create forecasts and analyze historical data Variance Analysis of P&L items and providing adequate commentary explaining the reasons of variances
- Production of monthly financial reports regarding trends, variances, profitability, and performance measurement.
- Support in monthly GL closure activities as per Indian GAAP.
- Preparation and review of reconciliation of some of Balance Sheet items on monthly basis. Preparation of monthly revenue and liability account reconciliation, financial statements, writing reports.
- Facility Cost Analysis, planning and Reporting, Per Sqft cost analysis.
- Prepared and account Payroll firm actual and Accrual.
- Reconcile and correct inconsistencies and errors in financial statements, reports and
- Analyze general ledger accounts(DNPC & Overheads) and prepare summaries and reports.
- Preparation of budget and forecast including headcount as per Management guidelines.
- Handling ad-hoc queries from Management and clients.
- Implement new processes within stipulated time and improving the existing processes.
- Setting up Project Codes in the system within agreed timelines.
- Receivables Management, creating management Allocations Files, analysing GL Entries.
- Acting as a business relationship SPOC for a particular function.
- Liaise with onshore/Offshore stakeholders on a regular basis.
- Liaise with Business units contacts to deliver Variance/Trend analysis. Establishing strong professional relationships with onshore team members, coordinate and support to the top finance management team.

SKILLS

- Advanced Excel
- SAP
- PowerBI
- ChatGPT(Basic)
- ERP
- Delphix & FAMIS
- PGDCA
- Tally

CERTIFICATIONS

Badge Awarded-

- Bronze- Agility
- Learning- Applied AI
- Learning-Automation & Finance
- Accounting & Financial Analysis(Udemy)
- IFRS (Udemy)

ACHIEVEMENTS

- 4 times Kuods
- Extra Ordinaries Awards (Planning & Forecasting)
- WATSAN Proj

EDUCATION

- PGDBF (Berhampur University 2011)
- M.COM (Khallikote University 2006)
- B.COM (Khallikote University 2004)

Jan' 07 – Aug' 08



Bhartiya Samruddhi Investment and Consultancy Services Ltd. (**BASIX**) . (Berhampur, Orissa)
Company Profile: **BSFL** is a leading NBFC engaged in Credit, Retailing of Insurance, and Agriculture & Business Development Services along with Institutional Development Services in rural sector across 12 states of India and in IGS (Indian Grameen Services) for WPI Project. Bhartiya Samruddhi Investment and Consultancy Services Ltd. (**BASIX** a group of companies) is the holding company of BSFL and IGS.

Key Responsibilities

- Responsible for GL scrutiny, proper maintenance of books of accounts and daily cash
- Preparing various reserves and provisions for month end expenses and ensure they are paid on time with proper supporting and approval.
- Timely posting of all expenses in ERP. Ensure that the provisions are correctly posted in ERP at the month end.
- Responsible for reimburse the expenses of field staff with proper scrutiny of the supporting and timely payments to all creditors and related parties.
- Ensure that accurate information is provided to the senior manager for the purpose of MIS.
- Responsible for cash and bank reconciliation on a periodic basis.
- Ensure timely deposit of cash and cheques in bank & Inter Office reconciliation is done on periodic basis.
- Ensure that all documents are filed properly and are maintained in good condition.
- Proper Invoice and vouchers verification is done before the payment is released.
- All payments are made timely and adequate controls and guidelines which are in place are adhered and followed diligently.
- Cheques are correctly drawn and verified before sending the same for signature.
- All company policies are followed in right spirit, any deviation from the normal policy is brought to the notice of the senior manager.

DOB
05-05-1984

LANGUAGE

- English
- Hindi
- Odiya
- Telugu

STRENGTH

- Agile Mindset
- Proactive
- Hard & Smart Working
- Team Building and Supportive
- Mentoring

WEAKNESS

Eager to Meet the timelines and work commitments