

# Curriculum Vitae

## Pooja Sahni Magoo, (M.B.A)

### (Finance Professional)

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#### CAREER SUMMARY

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An experienced and highly motivated results driven finance professional having 5 years valuable experience in Academic teaching and industry experience. Skilled in numerous financial and accounting fields, including preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively and possessing the confidence to work as part of a team or independently. Also, Successful at advising small business and individual clients.

#### SKILLS

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- Annual budgeting
- Bank reconciliations
- Financial Accounting
- Invoice payment
- Workload planning
- Management accounts
- Conflict resolution
- Decision analysis
- Bookkeeping
- Staff appraisals
- Sales invoices
- Coordinating activities
- Financial management
- Process implementation
- Quarterly VAT& TAX Returns

#### EDUCATION

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##### **Bachelor of Commerce**

Kurukshetra University, Kurukshetra, India 2010

- Financial Accounting
- Corporate Accounting
- International Business
- Business Law

##### **Masters of Business Administration**

National Institute of Technology, Kurukshetra, India 2012

- Major in (Finance)
- Minor in (International Business)

##### **Bachelor of Education**

Kurukshetra University, Kurukshetra, India 2013

- Commerce
- English

##### **Masters of Commerce**

Kurukshetra University, Kurukshetra, India 2015

- Major in (Finance)
- Minor in (Marketing)

##### **Pursuing eLearning (Advance Corporate Finance And Risk Management Programme)**

IIM Raipur

July 2019 to December 2019

**poojasahni26@gmail.com**

## **Work Experience**

**Green Telecom Ltd. (Tanzania and India)**

Dec-2015 to March-2018

### **Sr. Finance Analyst**

Responsible for managing the finance team within the company and coaching them to manage budgets, forecasts, working capital, statutory reporting and regulatory requirements.

### **Responsibilities**

- Financial reports to the management (Production income, Profit & Loss, Income statement, Cash Flow Statement, Cash Budget and Balance Sheet) and analyzing this Report by Using Excel Program.
- Audit all the Documents and Vouchers Weekly (Journal Voucher, Payment voucher, Debit and credit Note, Daily Cash report, Daily Movement Report, Checks Issue and all POs). Resolving conflicts.
- Supervise daily transaction and monthly closing and reporting (Payroll, Banks, and Petty Cash).
- Bank reconciliation & control projects budget and payment.
- Managing the finance remote operation in India of green telecom and collaborated involve in corporate policies and business development functions.
- Auditing the inputs of the vouchers in the accounting program, and then posting the transactions daily.
- Revising all the reports from my accounting Team (Purchases voucher report/ Invoices/Monthly, Bank Reconciliation/Monthly and any other report required from the accounting staff).
- Preparing the Monthly Cash Flow Budget.
- Conducting reviews and evaluations for cost-reduction opportunities.
- Liaising closely with other company Departmental Heads to achieve improved financial performance.
- Managing, monitoring and improving the company's entire financial accounting systems (SAP).
- In charge of running the company's day-to-day bookkeeping, accounting and financial requirements.
- Fostering a culture of continuous improvement within the budgeting, accounting and finance departments.
- Ensuring all month end journals are posted in a timely and accurate way with appropriate supporting information.
- Contributing to the strategic direction of the company.
- Reconciling any discrepancies or errors identified in financial records, payment processes and cash handling.
- Producing accurate financial reports to specific deadlines.
- Understand the chart of accounts, and the impact of the accounts on P&L & BS Statements.
- Managing General ledger, fixed assets and bank reconciliations overall transactions.
- Monitoring and interpreting cash flows and predicting future trends.

**Assistant Professor**

Feb-2014 to Nov-2015

Shri Krishan Institute of Technology, Kurukshetra, Haryana

**Responsibilities**

- Supervising/ moderating final year students with their Projects and Dissertation Reports and helping them in inculcating interpersonal skills and realizing their full potential.
- Knowledge about the common job duties of Lecturer and ability to perform them efficiently.
- Maintain a program of scholarly research and publications in the field of Finance.
- Familiarity with the general administrative environment at educational institutes and idea about their practices.
- Participate in department, college, university, and community service activities.
- Oversee college placement testing for the management program.
- Coordinated with the College Board and put forward budget features for the educational department.
- Engaged in research, scholarly, and creative activities leading to presentations and publications.
- Performed a variety administrative duties and implementing operational plans for ensuring the smooth running of the institute; entrusted for designing and planning the academic calendar.
- Set educational standard and goals, developing educational quality management systems; establishing policies and procedures to carry them out; also preparing college for audit.
- Taught following subjects:
  - Financial Accounting
  - Principles of Management
  - Business Accounting
  - Financial management
  - Marketing Management
  - Consumer Behavior
  - Business law

**COMPUTER SKILLS**

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| ▪ Word    | ▪ PowerPoint                                       | ▪ Excel |
| ▪ Outlook | ▪ Payroll and fixed assets module in SAP Software. |         |
| ▪ Tally   |  |         |

**REFERENCES**

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References are available on request.