



AMRITA DUBEY

Management Accountant

SKILLS

Budgeting

Financial Planning

Financial Analysis


Forecasting

EDUCATION

- US CMA - 2020

- Masters in Financial Management -
2018

CONTACT DETAILS

 +91-88791 67351

 dubey.amrita49@gmail.com

 [Amrita Dubey](#)

 Mumbai

CAREER SUMMARY

ACCOUNT ASSISTANT | DEC 18 - PRESENT

Sionic Advisors India Pvt. Ltd., Mumbai

- Prepared budgets to facilitate business planning and decision-making.
- Analysed budgeted vs actual expenses.
- Compiled variance commentary on performance of business division and presented it to senior management.
- Reviewed outstanding payments and coordinated with accounts payable and receivable team and vendors to iron out the issues.
- Tracked customer dues and prepared ageing reports for control over receivables.
- Improved working files that resulted in quicker and improved output.

ACCOUNT & MIS EXECUTIVE | JUN 17 - OCT 18

Gardenia Cosmocare Private Limited, Mumbai

- Produced weekly management reports that showed performance of accounts payable and accounts receivable process.
- Created bank reconciliation, debtor reconciliation, creditor reconciliation and balance sheet reconciliation every week.
- Prepared and monitored payment ageing analysis every week. Worked with accounts payable and receivable teams for appropriate course of action.



**AMRITA
DUBEY**

Management Accountant

IT SKILLS

Tally 9 - ERP

Quick Books

Dream Accounting

Certify - Claims Accounting

CAREER SUMMARY

SENIOR ACCOUNT EXECUTIVE | NOV 13 - OCT 16

Inchcape Shipping Services, Mumbai

- Executed accounting for accounts receivable functions.
- Reported ageing of accounts receivable and payable and worked with management to collect outstanding dues.
- Reviewed processes and submissions of peers as a part of internal audit.

FINANCE OFFICER | SEP 11 - DEC 12

IIFL Gold Loans, Mumbai

- Performed basic checks on credit worthiness of the client.
- Coordinated with client to keep him up to date with loan approval process.
- Measured the fair value of collateral vis-à-vis with loan outstanding to ensure that loan remains in the limit approved by regulator.
- Coordinated with auditors, external authorities for review of documents / process.