

Anjali Kumari Choudhary

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Rajarhat, Kolkata, West Bengal-700156

SUMMARY

To work in a challenging position and most proficient manner that would not only tribute the organization but also bring glory to my career in my profile.

DETAILED WORK EXPERIENCE

CAPGEMINI TECHNOLOGY SERVICES INDIA LTD.

Jun 17 – Till Date

Period: June - 2017 to till date
Client Name: Capgemini North America (Eight Legal Entities)
Position: Process Associate
Project Location: Kolkata
Module: Project Accounting
Application: Oracle EBS R12
Project Description: It is R12 Finance User Support in Oracle EBS (12.24) with all finance modules like PA, AP, AR, GL, MR.

Roles and Responsibilities

- Handling North America Capgemini Client Project Accounting Module.
- Project Creation and Maintenance.
- Generating Project Invoice and Revenue booking.
- Creation of Task and change of Key Members.
- 1164 & Transaction Control Activities.
- Setting-up of Employee Bill rates for booking Project level Revenues.
- Contract Processing and Uploading in Legacy Application System.
- BO scheduling of various reports as and when requested by the Finance Controllers.
- Booking of direct and overhead cost through ADI against project codes.
- Reconciling the revenue and costs for determining the project performance and facilitating the Finance Controllers for closing their periodic books of accounts.
- Customer setup and Maintenance.

- Running various Requests for Auto Accounting and Interfacing PA Transactions to other sub-ledgers including GL.
- Making the customer invoicing in sync with the revenue booked by running a customized Oracle Functionality of WIP/BIA.
- Fixing and clearing rejections to facilitate IC Invoices.
- Handling of Labor Exceptions for recording and accounting of employee hours.
- Validation of different financial transactions.
- Reconciling the cost and revenue figures with PA Vs GL.
- Processing of Prepayment batches for amortizing of Historical Cost.
- Validating the extra hours booked by resources for taking remedial measure at project level correct cost booking.
- Transfer price rate set up for Inter OU resources for correct revenue booking for ICO Transactions.
- Project level recording of Contractor's cost for hours charged by them.
- Hours booking and correction in the Legacy and Application System.
- Time and Expense Re-Class.
- Re-calculation of cost and revenue.
- Time & Expense Import Status and exception clearing.
- Month end close activities like My Expense Accrual, VMS Time Accrual, PO Accrual, Missing Timesheet.
- Trail Balance & Unbilled Aging Receivables Reconciliation.
- Manage NAAC PA Generic Mailbox.
- Mailbox Backup.
- Maintain TAT.
- WIP BIA Transfer.
- Run reports like DXL, DXC, DXM, REV program, Create Accounting, XI, EXC.

Career Highlights in Capgemini Tenure

- Received rewards and recognition (Outstanding Performance, Rising Star, etc.)

G.C.BANKA & CO., CHARTERED ACCOUNTANT FIRM

Oct 16 – Mar 17

Period: Oct - 2016 to Mar - 2017
Client Name: UCO Bank, Main Branch, Rourkela
 United Bank of India, Rourkela
Position: Auditor Assistant
Location: Rourkela

Roles and Responsibilities

- Carried out Concurrent Audit of UCO Bank every month.
- Executed Revenue Audit of United Bank Of India.
- During Demonetization, implemented multiple task, verification and followed different rules to check the discrepancies.

THE TELEGRAPH (ABP PVT. LTD.)**Jun 16 – Nov 16**

Period: Jun -2016 to Nov - 2016
Client Name: Quess
Position: Facilitator
Location: Rourkela

Roles and Responsibilities

- Promote reading habit and develop vocabulary.
- Promote newspaper by explaining parents and student about the article and the usable.
- After few month, I was promoted as Team Leader and my job was to encourage my team's ability to perform their best.

VETA EXPERTS IN SPOKEN ENGLISH**Nov 15 – Mar 17**

Period: Nov -2015 to Mar - 2017
Client Name: Triumphant Institute of Management Education Pvt Ltd (T.I.M.E.)
Position: Communication Skill Trainer
Location: Rourkela

Roles and Responsibilities

- Conduct Spoken English Classes which included vocabulary, correcting pronunciation of students, teaching grammar and helping them overcome their stage fear.
- Conducted spoken English classes at intermediate residential colleges like Prakruti Science College and Image Institute

LIFE LINE (NGO)**Apr 14 – Mar 15**

Period: Apr -2014 to Mar - 2015
Client Name: Life Line
Position: Project Coordinator
Location: Rourkela

Roles and Responsibilities

- My role as Project Coordinator has given me experience in implementing policy in the grass root level and strength my leadership quality.

ACADEMICS

Board/University	Degree	Year of passing	Percentage
Sambalpur University	BCOM (Accountancy)	2016	50%
ISC	10+2 (Commerce)	2013	55%
ICSE	10	2011	60%

SPECIAL COURSE

- Tally ERP

PERSONAL DETAILS

Father's Name : Shyam Sunder Choudhary
Date of Birth : 1st December 1993
Languages : English, Hindi, Odia & Bengali
Permanent Address : Jagadhatri Basti, Sector-1, Rourkela, Sundargarh, Odisha, 769006
Present Address : Block Number A05, Flat Number 304 Shukhobrishti Housing Complex, Shapoorji, Rajarhat, Pin- 700156

DECLARATION

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place – Kolkata

Dated -

Anjali Kumari Choudhary

Signature of the Candidate