

## PRIYANKA MOOKHY

### PROFESSIONAL SUMMARY

Versatile team member able to take on any required task and adapt to changing conditions with resourceful and hardworking mindset. Dedicated to business success and ready to learn more about accounting to advance professionally.

### KEY SKILLS

- **Personal Skills:**  
Detail Oriented, Proactive, Quick Learner, Innovative, Creative, can easily grasp new processes/procedures, Flexible, Team Player with excellent Written and Oral Communication.
- **Technical Skills:**  
SAP, Tally, MS Excel, MS Word, Month-end accounting, GL entry accuracy, Billing and reconciliation.

### PROFESSIONAL EXPERIENCE

**ACCOUNTS OFFICER, ASIAN PAINTS LIMITED**  
August 2020 - Current

- Assisting in preparation of company's standalone P&L on a monthly basis. Post preparation performing GL scrutiny and variance analysis.
- Accounting of investments purchased and sold by the Company.
- Providing details for statutory audit by coordinating with plants/sales locations/RDCs etc.
- Assist the team in monthly P&L preparation by posting/reviewing provisions received from all functions. Post preparation performing GL scrutiny and variance analysis.
- Investment Accounting - Accounting of investments done, redemption of investments and dividend received on the investments done by the Company. - Obtaining periodical confirmation from the Mutual Fund agencies and reconciling them with the books of accounts.
- GL Scrutiny and reconciliation - a. Periodical review of the GLs that are assigned to validate the reasons for variation in the GL balances, completeness of transactions posted and accuracy of monthly provisions etc. b. Ensure accounting hygiene of the GLs assigned through proper and timely reconciliation and clearing of open items
- Assist in preparation of Press Release, Analyst Notes, annual report notes, Balance Sheet and publish results.
- Work on Lease related data collation and lease recon and ensure correct monthly posting of lease entries.

- Projects - To Manage 1-2 projects in a year and drive them till completion.

### **ACCOUNTS OFFICER, RSM ASTUTE CONSULTING PRIVATE LIMITED**

April 2019 - July 2020

#### **Client: Covance**

- Assisting in Auditing Payroll
- Putting entries in Tally
- Bank Reconciliation of General codes
- Preparing Invoices as per client needs
- Responsible for day-to-day accounting operations of the clients
- Assisting in Finalization of accounts of the Client.

#### **Client: The Walt Disney**

- Processing accounts payable for parks and resorts based in US
- Putting entries on SAP software

### **ACCOUNTS EXECUTIVE, VNS FINANCE CAPITAL AND SERVICES LTD**

February 2018 - April 2019

- Processing accounts receivable & accounts payable
- Bank reconciliation, prepare monthly & weekly MIS reports
- Assist in banking operations towards credit card payments
- Handling bank matters (Cheque deposit, Receipt & Payment entry & Bank recording)
- Petty cash.

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**EDUCATION** MUMBAI UNIVERSITY – B.COM - 2017 - A GRADE  
MAHARASHTRA BOARD – H.S.C - 2014 - 75.69%  
MAHARASHTRA BOARD – S.S.C - 2012 - 71.69%

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