

Aditi Joshi

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Profile

Focused, results-driven finance executive with over seven years of experience in financial forecasting, budgeting, reporting, payroll management, and data analysis, coupled with expertise in client account management. Adept at preparing and analyzing reports, presentations, and interactive dashboards to support strategic decision-making and management reporting

Experience

ACCOUNT MANAGER | UNIVERSAL TAX FILER | MAR 2022 – CURRENT

- Managed client accounts, ensuring the precise and timely submission of tax documents while maintaining compliance with regulatory standards.
- Conduct financial analysis to identify cost saving opportunities for clients and optimize tax deductions.
- Addressed 200 client inquiries monthly regarding invoices, tax documents, and financial reports, ensuring prompt and effective resolution.

GLOBAL STAFF ACCOUNTANT | GLOBALIZATION PARTNERS | MAR 2020 – FEB 2022

- Played a key role in the monthly financial closing process, ensuring accuracy and compliance with accounting standards.
- Assisted in the global consolidation of the company's financial statements, streamlining reporting processes.
- Prepared and reviewed month-end reconciliations, including but not limited to expenses and payroll, ensuring accuracy and completeness.
- Actively contributed to process improvements and the implementation of financial technology solutions to enhance efficiency.
- Conducted detailed reviews of LSP payroll calculations to ensure all variables were accurately accounted for and paid to professionals.

SENIOR FINANCE EXECUTIVE | YASH TECHNOLOGIES | MAY 2019 – FEB 2020

- Managed the invoicing process across multiple locations, ensuring accuracy and efficiency.
- Monitored overdue payments and implemented proactive follow-up strategies to improve collection timelines.
- Prepared projected revenue reports, weekly performance dashboards, cash flow analyses, employee profitability reports, and other ad-hoc reports with insightful visualizations for executive decision-making.
- Ensured compliance with global statutory requirements and assisted in audits for foreign clients.
- Conducted comprehensive reconciliations of customer accounts to maintain financial accuracy and integrity.

FINANCE EXECUTIVE | IMPETUS INFOTECH | OCT 2015 – MAY 2019

- Conducted ledger scrutiny and branch reconciliations across global locations to ensure financial accuracy and compliance.
- Independently managed and prepared documentation for business term loan applications, ensuring timely processing and approval.
- Maintained accurate payroll records and facilitated the seamless disbursement of salaries for over 1,500 employees through the effective implementation of payroll procedures.
- Managed employee orientation and addressed grievances related to taxation, salary, and other ad-hoc queries across global company locations, ensuring a smooth employee experience.
- Analyzed detailed salary component reports for all employees to identify and rectify discrepancies, ensuring payroll accuracy.

Education

- Master of business administration Finance | june 2016 | DAVV, Indore, India
- Master of Commerce (Taxation) | june 2014 | DAVV, Indore, India
- BACHELOR OF COMMERCE | june 2012 | DAVV, Indore, India

Technical & Professional Skills

- SAP FI
- Tableau & PowerBI
- Xero & Sage
- Zoho
- MS Office Suites
- QuickBooks
- Financial Accounting & Data Analysis
- Forecasting and Budgeting
- Cash Flow, Fund and Contract Management
- Payroll and Expense Reimbursement