

Sanchita Minesh Dipnaik

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Career Objective

Seeking a quality environment where my knowledge can be enriched, shared, and where continuous learning is encouraged, providing exposure to new ideas.

Executive Overview

12 years plus strong multifunctional experience working in India for global companies.

Dynamic professional with a clear sense of purpose and urgency when faced with diverse situational challenges during critical path projects, known to envision and create successful outcomes in complex situations.

Strong domain knowledge in Book keeping and Accountancy, Pay Roll and Accounts related activities in Oil & Gas and Cement Industries

Areas of Excellence

Process improvement
Accounts management
Project-based Accountancy
Cost reduction
Strategic planning

Project management
Accounts solutions
International trade
Vendor management

Professional Experience Total years (12 Years)

Lafarge India Cement Ltd – (Bandra Kurla Complex)

Lafarge is a French industrial company specializing in cement, construction aggregates, and concrete. It is the world's largest cement manufacturer.

Sr. Account Executive

June 2011 to June 2013

Working with Lafarge India Cement Ltd – (Bandra Kurla Complex) as Account Executive for Lafarge's Trust called "NIDHEE" up to Finalization, having working knowledge of:

- Maintaining Cash & Bank Book, Books of Accounts.
- Maintaining CSR Budgets for 7 Locations & releasing payments as per budget.
- Preparing MIS Reports 7 Plant locations.
- Coordinating with CSR Managers as per their requirements.
- Verifying, MOUs, PR, PO for vendor payments.
- Payment of TDS before Due Date & Filing TDS Return.
- Maintaining & clearing Employees Advance by using JD Edwards Accounting package.
- Booking traveling vouchers of employees for actual payment & for Expenses paid by Company for travelling. [credit card, ticket expenses]

Roll in Pay Roll. : Payment of Superannuation to LIC Of India, follow up for Employees claims against superannuation, follow up for Quote from LIC Of India follow up for settlement with LIC, Updating with bank for any change in policy or change of signatory.

Oil Field Warehouse & Services [OWS] – Mahape (Navi Mumbai)

Oil Field Warehouse Services Limited (OWS) is a material management company that specializes in providing Freezone-based warehousing services in India.

Accounts Assistant**March 2009 to June 2011**

Working with Oil Field Warehouse & Services [OWS] – Mahape (Navi Mumbai) as an Account Assistant having working knowledge of:

- Maintaining Cash & Bank Book
- Maintaining Accounts for Branches (Chennai, Delhi, Vizag, Overseas Branches – OMAN, Dubai).
- Reconciliation of Bank Statements of various banks.
- Maintaining Fixed Assets Register.
- Bank Correspondence – RTGS, NEFT, Foreign Remittance, preparing documents for LC, Maintaining ROC Details – Maintaining records of Board Resolutions, Form 32 etc,
- Preparing MIS of Forward Booking contracts with Bank, Daily fund position, Cash Flow statements. Preparing TDS Return.

Coordinating Auditor at the time of Audit.

Accounts Assistant**January 2005 – January 2006**

M/s Babaji Shivram Clearing and Forwarding Services - Mumbai: Worked with M/s. Navjeevan Agencies S/c. of M/s Babaji Shivram Clearing and Forwarding Services -Mumbai as an Accounts Assistant having working knowledge of

- Maintaining Cash Book & Bank Book,
- Maintaining accounts for various Branches (Chennai, Delhi, Vizag, Kolkatta).
Reconciliation of Bank Statements of various Banks.

Account Assistant**January 2000 – December 2004**

L. SUNDERDAS ZAVERI - Gold & Diamond Merchant / Exporter

Worked as Account Assistant in Tally 5.4 with

- L. Sunderdas Zaveri – Sale of Gold, Diamond & Silver Ornaments.
- L. S. Diamonds (India) – Exports of Diamonds & Gold
- L.Sunderdas Zaveri & Sons sale of Gold, Diamond & Silver ornaments.
- Keeping records of Sales Register,
- Purchase Register, Stock Register, Cash Book & Bank Book.
- Calculation of P.F. & E.S.I.C. of employees,
- Calculation & filing return of TDS. Valuation of stock.
- Computation of Advance Tax, Wealth Tax & Sales Tax of Three firms & 20 individuals (Family members)
Preparing Trading, Profit & Loss A/c and Balance Sheet of L. Sunderdas Zaveri & its sister concerns.

Office Assistant**March 1999 – December 1999**

Worked with M/s. Engineering Creations (Civil Engineer's firm) as Office Assistant. Having working knowledge of routine work of filing, typing sale bills, Maintaining Cash Book, Bank Book.

Worked with M/s. S. M. Traders (Normal sale of Electrical Items) as Typist cum Office Assistant. Having working knowledge of routine work of filing, typing sale bills, making payment, cash handling, Maintaining Cash Book, Bank Book.

Key Achievements:

- Actively participated to set company's Accountancy & Procedures in India.
- Involved in identifying and implementing initiatives to reduce the overall cost.

Qualifications

EXAM PASSED	YEAR OF PASSING
S.S.C	1993
H.S.C.	1995
B.COM.	1998
GOVERNMENT DIPLOMA IN CO-OPERATIVE AUDIT	2004

Skills learning and Development**Technical Qualification**

Passed English Typing 30 wpm.

Computer Knowledge

- MS-Office: Word, Excel, Power Point
- Computerized Accounting package Tally ERP 9. 3
- JD Edwards – Accounting program
- Advance Excel, Tally CMCA Course, QUICK BOOK From Abu Dhabi.

Personal Details

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| • Languages | English, Hindi, Marathi (To Read, Write & Speak) |
| • Marital status | Married |
| • DOB | 26 th October, 1977 |
| • Nationality | Indian |
| • Indian Passport No. | S3758238 valid up to 22 nd May 2028 |



Certificate Of Completion

(ACTVET License No. 0538/1993)

This is to certify that

SANCHITA MINESH DIPNAIK

has successfully completed the

CERTIFIED IN MANUAL & COMPUTERISED ACCOUNTING (CMCA)

at Time Training Center

*Your participation is a testament to your commitment to
learning and professional growth*



Sharafudhin Mangalad
Academic Director

Certificate No. 15058

Issue Date 04-04-2025