

SAMIKSHA PARUI

SENIOR FINANCE MANAGER

+971-582847442 | paruisamiksha3@gmail.com | Dubai, UAE | www.linkedin.com/in/samikshaparui

CAREER SUMMARY

Senior Finance Professional with over 10 years of experience, including 1.8+ years in the UAE, specializing in financial accounting, treasury management, financial reporting, VAT compliance, payroll, budgeting, cash flow management, statutory compliance and audit. Experienced in managing multi-currency operations, banking relationships, financial controls and business partnering while ensuring compliance with IGAAP, IND AS and UAE financial regulations.

CORE COMPETENCIES

Financial Accounting | Financial Reporting | General Ledger | Accounts Payable (AP) | Accounts Receivable (AR) | Treasury Management | Bank Reconciliation | Cash Flow Management | Budgeting & Forecasting | Financial Planning & Analysis (FP&A) | Month-End Closing | Payroll Management | Multi-Currency Accounting | Foreign Exchange (FX) | UAE VAT | Internal Controls | Audit & Assurance | Statutory Compliance | MIS Reporting | Financial Analysis

WORK EXPERIENCE

Senior Finance Manager

Orion Global FZCO | Dubai, UAE

2025 - Present

- Managed end-to-end financial accounting activities including journal entries, general ledger (GL) maintenance and account reconciliations.
- Prepared monthly, quarterly and annual financial reports, MIS dashboards and management reports to support strategic decision-making.
- Performed bank reconciliations, vendor reconciliations, customer reconciliations and resolved outstanding discrepancies.
- Managed Accounts Payable (AP) and Accounts Receivable (AR) processes, including invoice verification, payment processing, collections and aging analysis.
- Assisted in month-end and year-end closing activities, including accruals, prepayments and supporting schedules.
- Ensured compliance with UAE VAT regulations by preparing VAT reconciliations, maintaining documentation and supporting timely VAT return filings.
- Prepared MIS reports, cash flow forecasts and financial analysis to support business performance and working capital management.
- Partnered with internal stakeholders, auditors and banking partners to ensure statutory compliance, strengthen financial controls and support business operations.
- Managed multi-currency treasury operations (AED, USD, EUR, GBP, INR), banking relationships, fund transfers, FX transactions, cash flow planning, and liquidity management.
- Managed monthly payroll, salary processing, and trader/affiliate commission calculations with timely disbursements.
- Managed daily fiat and cryptocurrency payouts to traders and affiliates, ensuring accurate reconciliations, timely settlements, and compliance with internal financial controls.

Head of Department - Finance & Taxation

Infrastructure Leasing & Financial Services (IL&FS) | Mumbai, INDIA

2023 - 2025

- Prepared standalone and consolidated financial statements in accordance with IND AS, including Balance Sheet, Profit & Loss, Cash Flow Statements, Notes to Accounts and statutory disclosures.
- Managed month-end, quarter-end and year-end closing activities, including general ledger reconciliations, financial reporting, investment accounting and Expected Credit Loss (ECL) calculations.
- Ensured direct and indirect tax compliance by preparing and filing Income Tax, GST and TDS returns, coordinating tax audits and liaising with regulatory authorities to ensure timely statutory compliance.
- Performed financial analysis, variance analysis and management reporting while collaborating with auditors and senior leadership to strengthen financial controls and support strategic business decisions.

Audit Manager

CA Aneel Lasod & Associates | Mumbai, INDIA

2022 - 2023

- Led statutory, internal, compliance, and SEBI audits for leading financial institutions, including Motilal Oswal Financial Services Ltd., Ambit Wealth Management Pvt. Ltd and ICICI Prudential Asset Management Company (AMC), ensuring regulatory compliance and strengthening internal controls.
- Performed bank reconciliations, ledger scrutiny, account reconciliations and financial statement reviews to improve financial accuracy and support statutory and internal audits.
- Conducted customer due diligence (CDD), transaction verification and risk assessments, identifying control gaps, fraud indicators, and ensuring regulatory compliance.
- Collaborated with clients, management and audit teams to prepare audit reports, recommend process improvements and support timely audit completion.

Senior CA Article Assistant

M/s Marya & Khatri Chartered Accountants | Mumbai, INDIA

2019 - 2022

Audit & Assurance

- Assisted in statutory, internal, and tax audits, while preparing financial statements, audit reports, account reconciliations and financial analysis to ensure regulatory compliance and strengthen internal controls.
- Conducted ledger scrutiny, stock audits and risk assessments, identifying discrepancies, improving operational efficiency and supporting successful audit completion.

Taxation & Compliance

- Managed GST, Income Tax, TDS, ROC filings, tax audits, reconciliations and statutory compliance, ensuring timely and accurate regulatory submissions.
- Supported balance sheet finalization, tax computations, financial statement preparation and compliance reporting for individuals, LLPs, partnership firms and private limited companies

Senior Accounts Assistant

M/s Trans Air Services | Mumbai, INDIA

2017 - 2019

- Maintained general ledger, journal entries and accounting records, ensuring accuracy and compliance with accounting policies.
- Performed bank reconciliations, ledger reconciliations and account analysis, resolving discrepancies and supporting month-end closing activities.
- Assisted in preparing financial statements, MIS reports and statutory returns, including GST, TDS, VAT, ROC and Income Tax.
- Managed foreign exchange transactions, payment processing and financial documentation, ensuring accurate reporting and regulatory compliance.

ERP & TOOLS

SAP | Zoho Books | Tally Prime | CA-ERP | Winman e-TDS | Power BI | Power Query | Power Pivot

MICROSOFT OFFICE

Advanced Excel (Pivot Tables, XLOOKUP, VLOOKUP, INDEX-MATCH, Power Query, Power Pivot, Financial Dashboards, Data Analysis) | Word | PowerPoint | Outlook

CERTIFICATIONS

- Certified Management Accountant (CMA)
- International Accredited Business Accountant (IABA)
- Certified Construction Industry Financial Professional (CCIFP)
- Certified in Financial Management
- Information Technology Training (ITT) – The Institute of Chartered Accountants of India (ICAI)
- Orientation Training Programme (OTP) – The Institute of Chartered Accountants of India (ICAI)

ACHIEVEMENTS

- Member, Institute of Chartered Tax Practitioners of India (ICTPI).
- Appreciation Letter from CA Aneel Lasod & Associates for outstanding professional performance and contribution.
- Awarded "The New Rules of Business" by Rajesh Shrivastava during the Skill Development Training Program for excellence and professional development.

EDUCATION AND CERTIFICATION

Chartered Accountancy (CA) – Intermediate Cleared (Group I & II Cleared)

The Institute of Chartered Accountants of India (ICAI)

2023 - 2024

Research Analyst in Securities Market (Series XV)

National Institute of Securities Markets (NISM)

2022 - 2023

Income Tax Practitioner

MSME - Technology Development Centre (PPDC)

2021 - 2022

GST Practitioner

National Academy of Customs, Indirect Taxes & Narcotics (NACIN)

2019 - 2020

Bachelor of Commerce (B. Com)

M.L. Dahanukar College of Commerce, Mumbai

2016 - 2018