**SHRADHA, CMA, MBA (Finance)**

E.mail: shradha.222285@2freemail.com

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| **CAREER OBJECTIVE** | To Work in a dynamic environment that provides me a wide spectrum of experience & exposure with a versatile portfolio of skills at work place. Experienced leading and growing all sectors of a business to make it a dynamic and progressive organization. Possessing excellent communication skills and able to establish sustainable and profitable relationships with customers, suppliers and stakeholders across the world. Now looking for a new and challenging managerial position, one which will make best use of my existing skills and experience and also further my personal and professional development. |
| **PROFESSIONAL QUALIFICATION** | **PROFESSIONAL QUALIFICATIONS:**

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| **Course** | **Institute** | **Academic Year** |
| Certified Management Accountant (CMA) | Institute of Management Accountant | 2016 |

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| **EDUCATIONAL QUALIFICATION** | **ACADEMIC QUALIFICATIONS:**

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| **Degree** | **Year** | **Institution** | **Specialization** | **%** |
| MBA | 2009 | Madras University | Finance | 71.09 |
| B COM | 2007 | Sri Sarada College | Commerce | 85 |
| HSC | 2004 | Holy Angels Hr. Sec. School | - | 95 |
| SSC | 2002 | Holy Angels Hr. Sec. School | - | 83 |

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| **ACHIEVEMENTS & AWARDS** | * Topper in 12th in School.
* Secured 3rd rank in B.Com.
* Secured Proficiency Prize in Hindi.
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| **KEY SKILLS AND COMPETENCIES** | * Strong leadership skills in board governance, new business development.
* Comprehensive understanding of financial management principles.
* Entrepreneurial with commercial acumen and excellent management skills.
* Results-oriented with a positive outlook, and a clear focus on high quality and business profit.
* Friendly with an upbeat attitude.
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| **WORK EXPERIENCE****PERIOD – MARCH 2015** **TO PRESENT** | **Firm Name : CNK Hussain Alsayegh****Chartered Accountants, Dubai Operations** **Designation : Audit Executive****WORK EXPERIENCE: -*** Managing and Servicing Clients
* Statutory Audits, Internal Audits, Systems and Process Reviews.
* Corporate Finance
* Accounting and Finalization of Accounts. Preparation of Financial Statements as per IFRS and IAS.
* Internal Controls and MIS Devising
* Planning audit programs in consultation with client.
* Initial Kick of meetings with clients.
* Company formation with various government authorities in UAE.
* Report compilation & finalization and active part in closure meetings & report discussions.
* Oversee the accounting function, cash flow management, preparation of income and expenses reports, monthly accounts etc.
* Obtain and maintain a thorough understanding of the financial reporting and general ledger.
* Ensure an accurate and timely monthly, quarterly and year end close.
* Ensure the timely reporting of all monthly financial information to the Group Company.
* Supporting members of the Management Team to achieve agreed targets
* Advise staff regarding the handling of non-routine reporting transactions.
* Works to ensure a clean and timely yearend audit.
* Ensure all financial reporting deadlines are met.

**Major Clients Handled**Internal Audit:* + General Insurance Corporation (Reinsurance, Dubai Branch).
	+ Jotna Group.

Statutory Audit:* + Sievert Emirates Inspection LLC.
	+ Aimco International FZE.
	+ Business Connection Group.
	+ Kingston International General Trading.
	+ TMS Middle East Middle General Trading LLC
	+ KHS Ventures FZE

Company Formation & Administration:* + Front Stage Media. - Clover Infotech DMCC

Executive Enterprise. - A.A.A Polyarabia FZEEssar Shipping DMCC - Rare RealityClover Infotech DMCCA.A.A Polyarabia FZE |
|  **PERIOD – FEBUARY** **2013 TO FEBUARY** **2015****PERIOD – OCTOBER 2008** **TO DECEMBER 2011** | **Firm Name : M/S Multitek Electro Mechanical LLC, Dubai****Designation : Sr. Accountant** **WORK EXPERIENCE: -*** Bank Accounting was handling all bank transactions like day to day clearance, OD documentations.
* Handling Bank Payments- like Electricity bills, Telephone bills.
* Employee Claims- Checking claims of Employees travel expenses.
* Booking Purchase bills in system basis MD approval.
* Reconcile all supplier statements, investigate and resolve the discrepancies related to payments.
* Debtor's management, Debtors reconciliation, Debtors ageing.
* Resolving / helping all queries of statutory related to payables and petty cash. Billing Preparing Commercial Invoices and Sales Invoices.
* Booking sales Invoices, employee expenses and other accounting data entry in Tally.
* Sending outstanding payment list to client and keeping follow up for payment.
* Making cheques for vendor and supplier payments.
* Checking purchase orders commercial terms & conditions. Arranging all necessary documents for the same.
* Coordinating with project team to ensure invoicing for completed projects is timely issued.
* Maintaining records for payment receipt, payment due & outstanding payment.
* Cash Flow Management.
* Preparation of Yearly Final Accounts.

**Firm Name : M/S Karox Technologies Ltd, Pune, India****Designation : Accountant** **WORK EXPERIENCE: -*** Preparing Monthly Analysis report and submitting to head office.
* Handling Banking Transaction.
* Apply sharp organization, analytically and multitasking abilities toward managing accounts payable, general ledger transactions, accounts receivable, daily invoicing, cash posting, and multiple account reconciliations.
* Facilitate sales order process from initial receipt, confirmation and updating through timely delivery.
* Demonstrate dynamic leadership skills in training and directing team members.
* Strategically developed innovative order process and procedures that has been adopted by company and remains in use to date.
* Handling Petty Cash.
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| **COMPUTER PROFICIENCY** | * Expert knowledge in application packages like MS Office – Excel, PowerPoint, Word & Outlook.
* Front End Knowledge of ERPs like SAP & Tally.
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| **PERSONAL DETAILS** | Date of Birth: 18th March 1986Passport Date of Issue: 09/05/2017Date of Expiry: 08/05/2027Place of Issue: DubaiVisa Type: Employment VisaSex: FemaleNationality: IndianMarital Status: MarriedReligion: Hindu, JainLanguages Known: English, Tamil, Hindi, Marathi & Telgu |
| **HOBBIES** | Interacting with people, reading, dancing, learning anything creative, Internet |

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**CMA Membership Number 8324103**