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

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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:**   |  |  |  | | --- | --- | --- | | **Course** | **Institute** | **Academic Year** | | Certified Management Accountant (CMA) | Institute of Management Accountant | 2016 | |
| **EDUCATIONAL QUALIFICATION** | **ACADEMIC QUALIFICATIONS:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 | |
| **ACHIEVEMENTS & AWARDS** | * Topper in 12th in School. * Secured 3rd rank in B.Com. * Secured Proficiency Prize in Hindi. |
| **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. |
| **PERSONAL DETAILS** | Date of Birth: 18th March 1986  Passport Date of Issue: 09/05/2017  Date of Expiry: 08/05/2027  Place of Issue: Dubai  Visa Type: Employment Visa  Sex: Female  Nationality: Indian  Marital Status: Married  Religion: Hindu, Jain Languages Known: English, Tamil, Hindi, Marathi & Telgu |
| **HOBBIES** | Interacting with people, reading, dancing, learning anything creative, Internet |

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**CMA Membership Number 8324103**