Shilpa

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An accomplished & knowledgeable professional aiming for assignments in **Financial Operations/ Accounts Operations** with an organization of high repute



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|  | **SKILLS SET** |  |  |  | **PROFILE SUMMARY** |  |  |  |
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|  | **Financial Operations** |  |  |  | A competent professional with over 15 years of experience in Account Operations, |  |  |
|  |  |  |  |  | Financial Operations, Team Management, Compliance & Reporting, Business |  |  |
|  | **MIS** |  |  |  | Transformation and reconciliation |  |  |
|  |  |  |  | Demonstrated abilities in completing financial assignments within budget & calendar |  |  |
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|  | **Report Management** |  |  |  | schedules |  |  |
|  |  |  |  | Proficient in supervising all business activities including providing technical inputs for |  |  |
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|  | **Procurement** |  |  |  | practicing better business practices |  |  |
|  |  |  |  | Skilled in handling and maintaining highly confidential and sensitive information |  |  |
|  |  |  |  |  Developing and implementing strategic plans to increase efficiency and effectiveness |  |  |
|  | **Cash Flow Management** |  |  |  | within a business, organization, or institution |  |  |
|  |  |  |  |  Expertise in maintaining end to end Trade Finance Activities like Letter of Credit/Trust |  |  |
|  |  |  |  |  | Receipts/Bills payable/Factoring, Invoice Discounting |  |  |
|  | **Account Payable** |  |  |  |  |  |
|  |  |  |  | Proficient in maintaining banking relationships like routine correspondence, responding to |  |  |
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|  | **Liaison & Coordination** |  |  |  | client queries and renewal of facilities to ensure organizational growth |  |  |
|  |  |  |  | Analyzing business operations, trends, costs, revenues, financial commitments & |  |  |
|  |  |  |  |  | obligations to project future revenues and expenses or to provide advice |  |  |
|  | **Internal Control** |  |  |  | Goal Driven Manager with proven track record of establishing strategic plans, priorities, |  |  |
|  |  |  |  |  | work assignments & solutions within allotted time & resources |  |  |
|  | **Reconciliation** |  |  |  Reviewing, implementing and adapting new & existing financial systems and controls |  |  |
|  |  |  |  | Developing strategy and ensuring that the team members have the necessary education |  |  |
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|  | **Client Relationship** |  |  |  | and training to accomplish exceptional performance |  |  |
|  |  |  |  | Creating and sustaining a dynamic environment that fosters development opportunities |  |  |
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|  |  |  |  |  | and motivates high performance amongst team members |  |  |
|  | **Team Management** |  |  |  | An effective communicator with good analytical, leadership, interpersonal, planning and |  |  |
|  |  |  |  |  | problem solving skills |  |  |
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|  |  |  |  |  | **CORE COMPETENCIES** |  |  |

* Managing end to end finance functions involving determining financial objectives and designing & implementing policies & procedures to facilitate internal financial & process controls and effective decision-making
* Investigating and solving client problems, which may be complex or long-standing problems
* Monitoring progress as per scheduled deadlines for various tasks and taking necessary steps to ensure completion within time, cost and effort parameters
* Maintaining accounting controls by preparing and recommending policies & procedures
* Excellence in managing cash flows and ensuring that funds are arranged in the most cost effective manner ensuring no shortage of cash in hand
* Preparing, examining & analyzing accounting and financial records, financial statements & other financial reports to assess accuracy, completeness and conformance to reporting & procedural standards
* Investigating complex financial transactions and preparing reports summarizing findings
* Managing finance functions involving determining financial objectives and designing & implementing policies & procedures to facilitate internal financial & process controls and effective decision-making
* Undertaking audits, involving examination of the organization’s accounts, inspecting organization’s current practices, investigating any financial irregularities and recommending improvements
* Proven track record of developing and implementing a more integrated reporting process to improve financial performance, controls and ensure the delivery of financial requirements
* Analyzing business operations, trends, costs, revenues, financial commitments & obligations to project future revenues and expenses or to provide advice
* Reconciling financial discrepancies by collecting and analyzing account information
* Preparing, examining & analyzing accounting records, financial statements & other financial reports to assess accuracy, completeness and conformance to reporting & procedural standards
* Evaluating company processes / procedures and recommending & deploying strategies designed to solve the issue
* Ensuring that the team members have the necessary education and training to effectively participate on the team
* Managing implementation of business guidelines and strategies; working with other department heads to ensure that everything runs smoothly and in accordance with set guidelines

**WORK EXPERIENCE**

**Nov'2010 –Nov'2016: *Amzone International Ltd., Sharjah***

**Role:** Finance Executive

**Key Responsibilities:**

* Accurate booking of all accounting/finance [Bank & Trade Facilities-LC/TR/BP/FACTORING Account] related transactions
* Key role in bank transactions like account opening, cheque deposits, cash withdrawals, document submission, internet banking etc.
* Processing LC/TT/TR/Invoice Discounting requests
* Verification of Supplier invoices on due dates, preparing supplier payments for monthly payment run.
* Ensured perfect maintenance of books of accounts on daily basis related to BANK & TRADE
* Managing trading cash and petty cash and replenishing petty cash once all reimbursements receipt has been verified
* Dealing with financial paper work and filing
* Reconciliation of Financial discrepancies by collecting and analyzing account information and Suppliers Accounts
* Provide administrative support to management as requested and secure financial information by completing data base backups
* Ensuring effective banking relationships through responding to general queries raised by Bank RM / ARM
* Maintain files related to bank facilities and data related to all Banks Facilities and Suppliers (Expenses)
* Ensured efficient New Banking relationships through managing document requested by respective Banks for New Bank Facility
* Responding to respective emails after discussing with GM
* Ensured strong Intra-Departments Communications
* Played a key role in Financial Audit Preparation for the year by assisting GM to in yearly Audit and maintaining audit records by preparing following statements as requested by Auditors

o Fixed Assets And Depreciation

o Fixed Deposits /Investments With Bank

o Prepaid Rent , Prepaid Insurance, Prepaid bank interest

o Acknowledgement Of Loans & Advances [Inter Company, Employees]

o Acknowledgement Of Outstanding Payable [Expenses] and Outstanding Bills Payable o Goods In Transit

o Current Asset Statement& Current Liability Statement o Debtors Ageing

o Security Deposits

o Outstanding Trust Receipts/Bills Payable/Invoice Discounting/Term Loan

* Ensured Monthly/Weekly/Daily Management Reporting [as per business requirement] :

o Term Loan

o Fixed Deposits

o Daily Bank Updates

o Trade Utilization [With Current O/S Of Whole Liability]

o Bank Commitments [Only Actuals -BP/TR/ID/PDC/VEH Loan/Term Loan/OD]

o Bank Commitments [Actual + Anticipated Purchases ]

o Bank Wise/ Facility Wise Finance Cost

* 1. Vehicle Loan
* Assisting GM in MIS Reports like Monthly Income Statement, Operating Expenses, Cash Flow and Business Indebtedness

**PREVIOUS EXPERIENCE**

**Jan'2010 - Aug'2010: JAJ Consultants –Sharjah**

**Role:** Accounts Executive

**Sep'2007 - Aug'2008: National Stock Exchange-IT Division-Mumbai**

**Role:** Accounts Officer

**Jun'2003 - Aug'2007: Sundowner Offshore [India Agent-Askara Enterprises]**

**Role:** Sr. Accountant

**Jul'1999 - Jan'2002: Waree Instruments Ltd.**

**Role:** Accounts Assistant

**Jul'1997 - Jun'1999: K. Mahendra Kumar & Co**

**Role:** Accounts Assistant

**1996 (6 months): Dombivli Nagri Sahakari Bank Role:** Junior Clerk

**EDUCATION**

* B.Com. from Mumbai University in 1996

**IT SKILLS**

* MS Office
* Internet Applications

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|  | **PERSONAL DETAILS** |
| Date of Birth: | 14 August1976 |
| Language Known: | English, Hindi, Marathi |
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