**CURRICULUM VITAE**



**Name :** Sreeja

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**PERSONAL PROFILE**

* Highly professional & dedicated finance personwith **12 years of overall experience in** Accounting, Auditing, Supply Chain, Commercial Operations, Budgeting, MIS, Reporting and Forex Operations and Revenue Recognition
* SAP FI Certified and have functional knowledge on FI, CO, MM, SD and PS modules.
* Admirable capacity to improve and **maximize overall business and finance function integration through effective communication** processes.
* Experienced in keeping the **records of daily financial transactions and analysing the financial aspects** of organization.
* Innovator with **creative skills and experiences** to improve overall business processes.
* Capable of **working independently** with **minimum supervision** and committed to providing high quality of service to every project.
* **Performance consistency** with **professionalism** and self-motivation can be assured due to the passion in the field of expertise and can perform very well in very challenging environments.

**PROFESSIONAL QUALIFICATION**

* **Master of Business Administration in Finance from South Hampshire University UK**
* **Diploma in Project Management**
* **Diploma in Accounting: -**
* Advanced Controls and Transactions
* Core Practices and Theory
* Control and Monitoring of Cash
* Understanding Receivables and Payables
* **Diploma in Operations & Supply Chain Management**
* **Diploma in Change & Risk Management**
* **Diploma in Information Technology**
* **SAP FI Certified**

**EDUCATIONAL QUALIFICATION**

* **Master of Business Administration in Finance from University of Mumbai**
* **Bachelor of Commerce and Economics from the University of Mumbai.**

Secured between 60%- 70% in all exams from Xth till MBA

**WORKING EXPERIENCES**

10 years of Working Experience in **Accounting, Auditing, Project Commercial Operations, Budgeting, MIS, Reporting and Forex Operations** in Lakshmi Vilas Bank, Siemens and General Mills.

**Duties and Responsibilities:**

1. **Current Job:- Alamal Global Investment (Qatar) :- From Nov 2016 till date**

* Responsible for all Accounting processes in Peachtree
* Maintain the financial statements.
* Prepare the payroll and reconciliation.
* Analysing the investments made and its performance.
* Reporting the financial position of all the invested companies.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Prepares payments by verifying documentation, and requesting disbursements.
* Reconciles financial discrepancies by collecting and analyzing account information.

1. **Lakshmi Vilas Bank (Mumbai, India): - From Nov 2005 to Nov 2007**

* **Officer**
* Handling non-performing Assets and following up for the closure of the same
* Maintaining records for the existing NPA’s and preparing reports for Management reporting

1. **Siemens Ltd(Mumbai, India): - From Nov 2007 to April 2015**

* **Accounts Payable**
* Responsible for all Accounts Payable processes in SAP.
* Ensured input and timely payment of all vendor invoices.
* Resolves collection and invoice discrepancy matters.
* Setup and maintenance of vendor master data.
* Daily interaction with vendors.
* Coordinated approval processes of all accounts payable invoices.
* Coded the general ledger and processed vendor invoice payments.
* Researched and resolved billing and invoice problems.
* Checking the payment run for issues, checking the debit balances in vendor and clearing invoices for payment run
* Making advance payment to vendors.
* Processed Month End closing and reports.
* **Accounts Receivables**
  + Responsible for credit collections on all accounts by contacting the customer by phone, e-mail and written correspondence.
  + Preparing and maintaining customer’s monthly reconciliation.
  + Process and issued credit memo after research has been completed.
  + Implemented changes to the A/R process, reducing debtor days by an average of 15 and significantly increasing cash flow in the organization.
  + Monitor and administer customer Master data in SAP.
  + Prepare customer's statements, bills and invoices.
  + Generate weekly aging reports, research and analyse accounts.
  + Determine payment schedules with customers and contact delinquent customers to secure payment.
  + Investigate and resolve billing and account discrepancies.
  + Compile data and prepare monthly reports and statements.
* **Project Accounting (Worked in Metro Rail projects for Siemens India)**
* Execution of contracts with customers, consortium partners, regional units and suppliers maximizing both project profit and customer satisfaction.
* Handled Revenue recognition as per Percentage of Completion and Order Cost Calculation Method.
* Collaboration in project teams and with other colleagues.
* Defining the project finance execution strategy including tax strategy in line with the customer's contract structure and Siemens local regulations.
* Understand country/international taxation laws and regulations to develop clear tax models for on/offshore project splits.
* Performing all financial/commercial duties within the projects, such as establishing commercial terms and conditions, accounting, payments, funding, currency management, taxes, customs declarations, claim balancing and financial statements, possibly dispatch schedule monitoring.
* Maintaining and controlling major orders in SAP system.
* On-schedule, quality-assured incorporation of the final offer-calculation into the order entry calculation.
* Planning, reporting and preparation/ execution of project financial status meetings, payment plan, cash flow, profitability, risk and claims.
* Cost accounting and controlling based on POC (percentage of completion) data.
* Check and review the bank guarantee, LC and other instruments terms and conditions.
* Ongoing optimization of processes to ensure rationalization potential, to optimize productivity, and to increase profit.
* Compliance with business conduct guidelines.
* Coach and provide active support for project management in case of problems with customers or other internal/external entities.
* Determine levels of escalation on financial non-conformance issues.
* Monitor achievement of Project Milestones and related cash flow restraints.
* Provide the relevant financial input for Project status meetings.
* Formal project representative (with PM) for all external/internal matters.
* Working Partners/Contacts:
  + Internal: Sales, proposal Management, purchasing, accounting, engineering; regional entities; project and site managements, specialist departments for insurance, tax and legal affairs, contract management.
  + External: Customer organizations and consultants, public authorities, legal/tax consultants, banks and financial institutes, suppliers (mainly for transportation, installation), auditors.
* **Customer Relationship Management**
* Customer rating and customer credit management.
* Blocking of customers with bad ratings.
* Approval of high rated customers for billing.
* Meetings with management for customer evaluation and approval
* Coordinating with various departments for future projects and to know cash inflow and out flow.
* **Supply Chain Analyst**
* Expertly support and manage day-to-day purchasing operations Strategically source new vendors and manage existing vendor relationships for all indirect materials services and equipment
* Serve as a subject matter expert in SAP and internal processes / procedures; often called upon by senior management to provide training and support to other team members
* Consistently champion the most cost-effective solutions negotiating contracts with new and existing suppliers
* Provided high-level shipment and purchasing support to eight plant locations as well as administrative support to the Purchasing CFO.
* Analysed statistical data and reports to ascertain trends in performance, resulting in maximum effective and efficient use of logistical resources
* **MIS Reporting and Budgeting Analyst**
* Preparing monthly, quarterly and yearly budget for key figures for sector CFO and CEO.
* Analysing the variance and deviations.
* Identified process issues with reporting method and proactively introduced new procedure for the operations department, improving report quality.
* Prepared various over heads report to control cost and expenditures for the management
* Analysed the fixed cost versus variable cost incurred during a period.
* Prepared reports for internal and external expenditure for a business unit, cost pertaining to projects, products and other miscellaneous cost.
* Involved in management decision making for cost control and optimum utilisation of resources.
* Closing the books of accounts monthly and yearly.
* Analysing and reconciling the debtors ageing and making appropriate provisions.
* **Forex Management**
* Evaluating and analysing the open payables and receivables in foreign currency.
* Recording the ageing of each of the instrument and the underlying object
* Making provisions for any uncovered payable or receivable
* Close monitoring of the forex gain and loss and reporting the same to management and other business units.
* **System Analyst and Audit Support**
* Served as liaison between business users and application service providers
* Conducted business process Gap Analysis between To-Be design and SAP standard Business Processes, and made recommendations for Process Improvement.
* Translated business requirements into SAP functional requirements and created Functional Design Specifications
* Solved application and configuration issues and collaborated to ensure end-to-end business process integration.
* Trained new users and performed remedial training to existing users, including creating training and reference documents.
* Received bonus for outstanding performance in exceeding expectations in meeting SAP global implementation goals.
* Provided primary training during implementation, for cost center accounting and planning, internal orders, profitability analysis.
* Worked on 1 E2E SAP implementation project.

1. **General Mills India Pvt Ltd (Mumbai, India): - From May 2015 to Nov 2016**
   * **Business Analyst, Audit and Controlling.**

* Evaluating and preparing the financial statements
* Redesigned and implemented more effective and timely procedures for reconciling complex bank reconciliations.
* Worked closely with internal audit ensuring Sarbanes Oxley compliance as well as with external auditors during quarterly reviews as well as the annual integrated audit
* Managed month end closing cycle and performed variance analysis of accounts
* Analysed and prepared reconciliation schedules for balance sheets accounts, including accounts receivable and bad debt reserves
* Prepare reconciliation of statements and accounts to system sub-ledger accounts to ensure accuracy.
* Assists management with building an annual operating budget for the company.
* Managing purchasing and labor practices in order to keep costs within budget while maintaining the company's production schedule.
* Define activity-wise manufacturing and product costs.
* Estimate your BOM based on actual requirements
* Find opportunities to control cost across production processes
* Assess the capacity of machines and other expenses, in detail
* Analyse costs and trends accurately
* Track work order-wise costs incurred against standard costs
* Track cost over-runs and provide timely advice to functional heads

**KEY STRENGTH AND SKILLS**

* Strong analytical and problem solving skills.
* Unmatchable communication skills in Written and verbal both.
* Highly trustworthy, discreet and ethical.
* Well versed with MS office (MS Word, MS Excel, MS powerpoint)
* Experienced in working on Tally 9.0
* SAP Certification in FI.
* Good SAP Knowledge in FICO, MM, SD and PS
* Great command over the English language

*\*\*References available upon request*

**DECLARATION**

I hereby declare that the above particulars are true and correct to the best of my knowledge and in the event of any misinformation, my candidature will be liable to be cancelled.