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| **SApana**  [**SApana.371653@2freemail.com**](mailto:SApana.371653@2freemail.com)  *CHARTERED ACCOUNTANT* |

pERSONAL sTATEMENT

Chartered Accountant from India, having 9+ years of involvement in managing all aspects of Financial Accounting, with proficiency in management reporting in Vector and BI tool, preparing budget, forecast/ flash reports in Multinational companies/ large local groups. Also having comprehensive knowledge of all Microsoft Office programs and experience in implementation of accounting software and resolving post implementation issues.

KEY SKILLS

**MANAGEMENT ACCOUNTING FINANCIAL ACCOUNTING IT SKILLS**

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| * Capital Budgeting * Annual Budgets * Forecast/ Flash Reports * Variance Analysis * EIS and MIS Reports * Ratio Analysis | * Payroll processing * General and year end Accounting * Managing Internal/ Statutory Audit * Maintain Banking relations * Managing Payable/ Receivable * Cash Management | * Navision –ver. 2016 * SAP Fin. Module * Focus/ Tally ver. 9 * Vector/ BI tool * MS Office * Analytics |

eDUCATION

Chartered Accountancy *(2006) from Institute of Chartered Accountants, India*

Bachelor of Law *(2006) from Delhi University, India*

EMPLOYMENT HISTORY

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| Company Name | Role | Duration |
| VEOLIA MIDDLE EAST- Dubai, UAE | Accounting Manager | *Nov 2015 – till date* |
| UPWORK | Online Accounting Assignments | *July 2013 – Oct 2015* |
| CAREER BREAK | | *Jun 2011 – Jun 2013* |
| PIONEER HOUSE LLC- Dubai, UAE | Accounts Supervisor | *Nov 2009 – May 2011* |
| TRANSGUARD GROUP LLC- Dubai, UAE | Management Accountant | *Sep 2008 – July 2009* |
| PUMA MIDDLE EAST- Dubai, UAE | Senior Accountant | *July 2007 – July 2008* |
| INSTITUTE OF COMPUTER ACCOUNTANTS- Delhi, India | Management Accountant | *Jan 2006 – May 2007* |
| BUSINESS ENGINEERING & SOFTWARE TECH.- Noida , India | Accounts Executive | *Nov 2003 – Dec 2005* |
| ARUN K GARG & ASSO.- Delhi, India | Audit Clerk | *Sept 1999 – Aug 2003* |

rESPONSIBILITIES AND ACCOMPLISHMENTS

***Veolia Middle East- Gulf HQ*** *(Energy, Water and Waste Management)* ***Nov 2015- till date***

* **Support full financial accounting process,** preparation of the Dubai HQ consolidated financial statements **in Navision**, intercompany reconciliations, maintenance of chart of accounts, responsible for continuous financial reporting improvements to support decision making
* **Ensuring compliance with IFRS** and Group Financial Policies in preparing the Financial Statements and on a transactional level
* Provide **financial reports in Vector and BI tool** as per global calendar of group **and interpretation** of figures for decision making
* **Manage day to day banking relations**, including forex buying/selling
* Prepare **company’s budget** and regular monitoring of actual performance, analyze expense and contributions against budget, conduct periodic Budget Review meeting, prepare forecast/ flash
* Develop trends and projections for **cash flow forecasting** and submitting cash position to HQ Paris on quarterly basis
* Conduct expense evaluations exercise for cost-reduction opportunities towards **Group’s efficiency plan in Enablon**
* **Payroll** processing in accordance with the local requirements of WPS
* **Produce ad-hoc need based reports** for management on financial aspect of company
* Liaise with auditors to ensure appropriate monitoring of company finances, by way of Annual **Statutory Audit of HQ**- Middle East, ensure its completion   
  and timely submission of Audit report to Paris HQ

**Accomplishments:**

* **In charge of Implementation of new ERP** **system – Navision** for HQ, ensure its relevance for adequate financial controls and reporting, its continues maintenance and upgradation to meet the expanding requirement
* **In charge of Implementation of BI tool** reporting system for HQ
* **Generated Policy procedure manual** for Business expense claims and participated in its integration with Online expense submission tool- Veolia Connect

***Upwork*** *(Online Accounting Assignments)* ***July 2013- Oct 2015***

* Book keeping for SME
* Financial Feasibility for Aqua Farming
* Cash Flow Analysis for service based Business
* Month by month cash flow and budgeting for a start up

***Pioneer House LLC*** *(Organizing book fairs and Book Exhibitions)*  ***Nov 2009- May 2011***

* **Projections of revenue and expenditure for proposed exhibitions**, in liaison with Event Director and Procurement head
* Making arrangements to capture accurate and timely data/ documents from event site.
* Prepare Financial **summary for Post Event reports**
* Manage Receivable functions including dispute resolution with customers
* Manage Payables function including streamlining payments by proposing suitable payment schemes to vendors, considering fund constraint
* Fulfill WPS requirement of salary disbursement
* Closely monitor Cash flow position to avail smooth running of business
* Actively contributed in **Financial projections involving financial ratios and trend analysis** of financial statements, for securing bank loan

***Transguard Group LLC*** *(Facility Management Co.: Subsidiary of Emirates Group)* ***Sept 2008- July 2009***

* Prepare **monthly EIS and MIS** reports involving informative comments on monthly and year to date Division wise performance and collectively for the group, along with figurative evaluations and graphical presentation
* **Analyze the variances**, elucidating their reasons and notifying any strategic or accounting error reflected from such investigation and suggesting course of action
* Maintain **work in progress report** for all ongoing contracts and its financial analysis against tendered figures, for project manager’s meet
* Prepare **division wise annual budget** and its consolidation at group level
* Prepare **cost budget for central services,** based on relevant cost drivers and its reallocation to profit centers to arrive at division wise net profit
* Contribution in **preparation of** financial aspects **of bids** for new projects
* Contribution in **development of new software** to capture contract wise actual labor cost

***Puma Middle East-( Whole sale and Retail business of Sports Goods) July 2007- July 2008***

* Managed all the financial aspects of Retail Business of Puma in UAE ranging from upload of sales from POS to submission of monthly reports in Hyperion to HQ in Germany
* **5-year budgeting** for Puma stores (including capital budgeting, IRR, NPV computation)
* **Drafted and implemented** policies and detailed **procedure manual** for puma retail outlets covering cash management, inventory management, documentation and reporting
* **Drafted cash management policy** covering cash disbursement, Imprest system, petty cash, physical security, refund, foreign currencies, for head office

***Others – Work experience in India 1999- April 2007***

* Worked in Reporting department of ICA, an Educational Training Institute, analyzing Training Centre wise and overall performance of North Zone
* Provided accounting assistance in computation and submission of return, related to EPF/ Income Tax of a software company, established in Special economic zone
* Conducted Tax Audit/ Statutory Audit/ Internal Audit/ Stock Audit for various companies including Coca Cola, Escorts, NANZ, Nationalized Banks, while working in Audit Firm