**Preena**

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**Synopsis**

* A Chartered Accountant with more than 11 years of work experience in Finance, Accounts and Audit.
* Well versed with accounting processes and systems, Analysis & Presentation of complex financial data to facilitate decision making.
* Adequate experience in restructuring Accounting Systems as well as follow ups & finalisation of accounts as per statutory requirements
* Experience in designing internal control/ Reporting Systems to check compliances and control of transactions.
* Worked with various organizations including Trading, Manufacturing, Service, Banking, NGO & Construction companies.
* Excellent communication, analytical, problem solving, team building, relationship management & presentation skills.
* Self-motivated and hardworking, able to achieve goals alone and as part of a team, abilities of analysis and problem solving.
* Ability to work in a dynamic environment and under pressure situations.

**Core Competencies**

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| --- | --- | --- | --- |
|  | Financial Reporting and Business Analysis  |  | Value Added Tax |
|  | Internal Audit |  | Budget development and management. |
|  | Proficient towards advance MS Office |  | MIS Reporting |
|  | Operating and working capital management |  | Cash flow Management and modeling |
|  | Commitment and constructive teamwork |  | Communication and interpersonal skills |

**Education**

Associate Member**,** The Institute of Chartered Accountants of India – Year of passing 2011.

**Professional Work Experience**

**Finance & Accounts Manager,** 01-02-2016 to present

**Five Stars Electrical & Mechanical Equipments Co LLC**

Reporting to - MD

* Financial reporting on monthly, quarterly, half yearly and yearly basis.
* Prepared budgets, variance reports, MIS reports and forecasts of financial statements of the company.
* Participated in management meeting for assessing performances against targets.
* Co-ordinate with external auditors to carry out annual external audit.
* Liaise with suppliers for their respective queries related PO, GRPO and payment.
* Ensured that all designated departments’ proposed expenses are captured within the budget and are allocated on the appropriate budget category/line classified according to company policy.
* Analyzed & Interpreted financial results of the company.
* Analyzed revenue, cost of sales, gross profit, return on investments, customer profitability and ensured financial and commercial risk are identified and mitigated appropriately.
* Dealt with the banks for banking facilities e.g., Letters of Credit (LCs), Letters of Guarantees (LGs), Financing & long term loans.
* Ensured that sufficient funds are available to meet ongoing operational and capital investment requirements for the company and maintained banking relationships.

**Achievements**

* Structured and streamlined redundant day-to-day operations resulting in more accurate and timely financial information used in monthly financial reporting package.
* Implemented BIN in the stores and reduced stock levels to optimum level (EOQ) for controlling dead inventory level by 70% and thereby increased profitability as well as liquidity of the company
* Responsible for training and mentoring employees/staff; many of whom have advanced within the organization.
* Liasoned with banks to cut down interest rates charged on loans and reduced finance costs.
* Designed custom made reports from the accounting software for management analysis and prompt decision making.

**Senior Audit Manager,** 03/2013 to 01/2016

**Shenoy & Shenoy, Chartered Accountants, India.**

Reporting to – Partners

* Managed the successful delivery of Audit projects on time.
* Successfully handled VAT implementation, collection, payment/refund and assessments for various clients.
* Planned and conducted operational and financial audits to assure financial statements are fairly presented in alignment with International Financial Reporting Standards.
* Advised client’s management in meeting regulatory obligations and providing support to meet external obligations.
* Developed specific audit plans - draft work programs, risk assessments, testing strategies, data requests, etc.
* Worked closely with audit team and client, identifying and resolving potential issues.
* Compiled and presented audit findings, recommended controls, and business practice improvements to both client and senior management.
* Reported on audit findings and prepared final audit report.
* Efficiently determined tax liability of businesses. Presented findings and arranged payment or issued refund.
* Successfully defended the Department's audit findings in assessment hearings.

**Achievements**

* Proactively identified, assessed, summarized and communicated internal control gaps to management.
* Designed, developed, and implemented improved audit program.
* Gained strong prioritizing skills through a time sensitive schedule.
* Established and maintained lasting relationships with a diverse range of clients.

**Audit Manager,** 07/2011 to 11/2012

**Manubhai & Co, Chartered Accountants, India.**

Reporting to – Sr. Audit Manager

* Consulted with various clients on matters related to compiling their financial statements to determine their financial position resulting in significant cost savings to the clients.
* Worked closely with engagement partners and managers to perform risk assessments of individual audit sections prior to each engagement.
* Executed internal control reviews of accounting systems; presented recommendations to management.
* Provided Tax consultancy services to Individuals and companies.
* Developed and implemented various accounting systems for clients.
* Trained, supervised, and reviewed the work of first year staff and interns during audit fieldwork.

**Achievements**

* Completed time-bound projects within the specified time.
* Communicated orally and through written reports with upper management and legislative officials regarding audit findings, compliance issues, and regulation requirements.
* Developed and presented classroom training for peers regarding current tax laws, tax issues and auditing policies and procedures
* Worked independently and as lead auditor of tax team.

**Articled Assistant,** 10/2006 to 05/2011**.**

**Joe & Willy, Chartered Accountants, India.**

* Planned audit and performed test of controls to ensure proper controls over financial statement items.
* Assisted in identifying and testing clients' internal control procedures
* Interacted with executive level management in a variety of organizations.
* Responsible for making recommendations in improving the overall reconciliation process and cleaning the various balance sheet accounts.
* Implemented systems for clients for the proper maintenance of vouchers and other financial records in prescribed form.
* Regularized the system of keeping cash and proper maintenance of assets.
* Kept abreast with current developments that may affect audit and the latest audit techniques, methods, tools, and procedures.
* Liaised with other divisions, departments, and banks to resolve taxpayer issues and complaints.
* Prepared and presented key management issues of the significant audit findings for quarterly update to the management.

**Personal Information**

Date of birth: 02 June 1986

 Nationality: Indian

 Marital Status: Married

Languages known: English, Hindi and Malayalam