**Nausheen Hamdare** | E-Mail: nausheen-391669@2freemail.com



***Analytical and meticulous professional with exposure in Financial/ Managerial Accounting practices & procedures; prepares clear comprehensive financial reports for executive-level management***

***In quest of challenging operations in HR & Finance with an organization of repute***

**PROFESSIONAL SUMMARY**



***Offering 6 years of experience***

* A strategic planner with expertise in designing systems & procedures and contributing towards improved financial performance, heightened productivity and enhanced internal controls
* Proficient in driving financial growth with proficiency in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts
* Skilled in providing advice to the management on the tax impact of various corporate strategies; possesses significant leadership experience for better financial performance

**ORGANIZATIONAL EXPERIENCE**



**ECOSHINE FACILITY SOLUTION LLP, Navi Mumbai** **Feb 2014 – Jan 2019**

**Finance Executive**

**Key Deliverables:**

**Finance and Accounts / Reconciliation / MIS Reporting and Documentation**

* Spearheaded an entire gamut of operations related to controlling and maintaining cash flow, monthly purchase ledger, full & final settlement of employees and petty cash; managed and monitored Taxation operations
* Supervised the preparation of MIS reports, prepared bank reconciliation reports/other financial reports to provide feedback to top management and keep track of financial performance
* Planned and directed processing of statutory compliances and salary on a monthly basis; led examination of calculations working with the Accounts

system

**Vendor Management & Team Management / Budgeting / Audit**

* Performed a variety of tasks like vendors payment management, generating monthly sales invoices, preparing sales audit and so on
* Provided solutions for resolving problems that affect the service, efficiency, and productivity of the customer service associates
* Formulated budgets and conducted variance analysis to determine difference between projected and actual results and implementing corrective actions

**KEY COMPETENCIES**



*Finance & Accounts*

*Cash Flow Management*

*Budgeting & Costing*

*Reconciliation*

*Audit*

*Taxation*

*Vendor Management*

*Team Management*

*MIS Reporting & Documentation*

**ACADEMIC DETAILS**

* ***Mumbai University****, Mumbai*

*M.M.S* *2014*

* ***Mumbai University****, Mumbai*

*B.Com.* *2011*

* ***Maharashtra Board****, Mumbai*

*HSC* *2007*

* ***Maharashtra Board****, Mumbai*

*SSC2005*

**ACADEMIC PROJECTS**

***Final Project:*** *Study of Working**Capital Management*

***Semester Project:*** *Pricing of Initial**Public Offering (IPO’s*)

**PREVIOUS EXPERIENCE**



**M.J. INFRASTRUCTURE, Navi Mumbai** **Apr 2011 – May 2012**

**Assistant Accounts Executive**

**Key Deliverables:**

* Directed preparation of reports and sales bill; verified documents
* Ensured that receipt and bank payment entry was updated in system regularly
* Managed processing of sales, service tax and purchase entry

**PERSONAL DETAILS**



**Languages known:** English, Hindi and Urdu

**Date of Birth:** 03rd October 1989