








Shameena Khatoon

Summary

A Finance professional with overall 6 years of experience from the IT Software, Banking and Consultancy industry. Experienced in customer support, credit management, financial analysis, auditing and taxation. My experience includes analyzing business processes, developing business cases, collaborating with stakeholders and internal team members, conducting market research and managing various projects.





Personal details

-  Shameena Khatoon
-  shameenakhatoon786@gmail.com
-  +971 564257865
-  Dubai UAE
-  linkedin.com/in/shameenakhatoon

Skills

- Customer support
- Risk management
- Requirements analysis
- Root cause analysis
- Team handling
- Project implementation
- Operational improvements
- Stakeholder management
- Financial analysis
- Tax planning
- Investment analysis and portfolio

Tools

-  ERP
-  SQL
-  Tally
-  Microsoft office (MS Excel, Word, powerpoint)

Employment

Associate Business Analyst

Jul 2022 - Jun 2023

Ramco Systems Ltd, India

- Rich understanding of ERP-Development, Implementation and Support.
- Experienced consultant worked on finance related matters including **regulatory changes and contributed to various product changes like sale automation, SDIN automation, workflow link etc.**
- As a **key member of the team, received direct appreciation from the MNC client** for successfully deployment of **full finance setup including master data sequence.**
- Bridged the gap between technical and non-technical stakeholders, **ensuring that ERP solutions are aligned with business objectives** and deliver tangible value to the organization.
- Evaluated existing business processes of clients and identify areas where technology can improve efficiency, reduce costs or increase transparency.
- **Single handedly managed finance part** for various project which **includes training customers, root cause analysis of issues, testing and collaboration with engineers etc.**
- Assisting with implementation of external customer-facing solutions.
- Conducted many meeting with department heads to explain the exact functional and technical requirements of stakeholders.
- Breake complex requirements into smaller sets of deliverable features and working closely with the developers & testers.
- Contributed as a **team member in design, documentation and testing phase of Ramco Unify Mobile App.**
- Proficiently provided **support in payables management, global tax solution, asset management, bookkeeping** to various domestic and international clients and ensured SLAs met on regular basis.
- **Reviewed UAT test cases** and ensured all functional and non-functional scenarios covered.
- Done **user testing** for Ramco unify mobile app.
- Collected data on repeated issues / other specific complaints & collaborated with engineers for permanent solution.
- Coordinated with internal partners such as base, implementation and technical teams to obtain required information and to provide related support.
- Ensured that the KPIs & SLA's are met on daily basis.

Associate Auditor

Jul 2020 - Jun 2022

Baba Enterprises, India

- **Ensured internal efficiency** through updated audit process as per the latest root causes and error classifications.
- Participated in **process improvement** and program deep dives aimed at accuracy enhancement.

Languages

English



Hindi



- **Assessed, developed and maintained proper controls** at various levels and documented the same.
- Reviewed all the ledgers and financial statement and leaded team for compliance related matters based on Regulatory policy and communicated with stakeholders.
- **Developed the internal control framework** and lead the accounting and finance team for all matters related to stakeholders interested in.

Industrial Trainee

May 2019 - May 2020

HDFC Bank, India

- Experienced in **evaluation of working capital limit for SME firms** with annual turnover up to 500 crores.
- Proficient in **Financial Modelling, Sensitivity Analysis, Ratio Analysis, Trend Analysis, Peer to Peer comparison** for evaluation of company's growth prospects.
- **Identified and assessed operational risks, compliance risk, regulatory risks and financial risks.**
- Effectively oversaw vendor on boarding for stock audit and property valuation, ensuring successful management of these crucial financial processes.
- Performed transaction screening, which involves screening, analyzing and processing the transactions and this also includes sanctions, rules and procedures.
- Conducted complete analysis and reviewed due diligence investigation.
- Developed strong investigative skills in identifying multiple significant cases, red flags and patterns associated with the laundering of illicit funds.
- Continuous real-time intraday monitoring of recoveries.
- Reports the anomalies in the jobs received and communicate trends to Manager.

Article Assistant

Apr 2017 - May 2019

M.B Gabhawala & Co, India

- A Proficient **internal and external auditor ensured regulatory compliances like TDS and TCS, Ind-AS, Accounting standards and schedule III, related party transactions and their disclosure.**
- Proficiently participated as a **team member in statutory audit** of BHEL (Rudrapur and Varanasi Branch).
- **Superintendent of the Income tax department** in the firm **managed team of 8 people.**
- **Mentored junior articles and employees for tax audit, income tax return filling and accounting portion.**

Education

CA Inter

Institute of Chartered Accountant of India (ICAI)

B.Com(Hons) (Finance)

Banaras Hindu University(B.H.U)

Extramural Engagements

- Got selected for Led by Accelerator 2021 by Led By Foundation, incubated and developed at Harvard University.
- Got selected for Jagriti Yatra 2022 among 300 candidates from all over India.
- Working Independently as a Financial Advisor and managing portfolio of various clients.