








Shameena Khatoon

Summary

A Finance professional with more than 6 years of experience from the IT Software, Banking and Consultancy industry. Experienced in financial analysis, credit management, accounting, auditing and taxation. My experience includes analyzing business processes, ensuring internal efficiency, developing business accounting setup, collaborating with stakeholders and internal team members to finalize the accounts.





Personal details

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Skills

Accounting
Reconciliation of Accounts
Vendor Management
Financial Reporting
Financial Analysis
Project Management
Risk Management
Requirements analysis
Root cause analysis
Team handling
Project implementation
Operational improvements
Stakeholder management
Internal Audit

Tools

-  ERP
-  SQL
-  Tally
-  MS Office (Excel, Word, PowerPoint)

Employment

Accountant (working as a freelancer-6 month contract) July 2023 to present

Social Safe Technical Services LLC, Dubai UAE

- **Accounts Payable** – Verifying the completeness and accuracy of invoices and ensured all payments are accounted for and properly posted.
- Preparing monthly bank reconciliation reports and identify discrepancies.
- **Accounts Receivable** – Responsible for billing, collection, reconciliation, ageing and month end closing procedure.
- **Created internal control procedure** to increase reporting accuracy.
- Done VAT calculation and VAT Return filling.

Associate Business Analyst

Jul 2022 - Jun 2023

Ramco Systems Ltd, India

- Experienced consultant worked on **vendor-based developments models including regulatory changes and contributed to various product changes like sale automation, SDIN automation, workflow link etc..**
- 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.
- 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.**
- Contributed as a team member in design, documentation and testing phase of Ramco Unify Mobile App.
- Single handedly managed finance part for various project which includes **training customers, root cause analysis of issues, testing and collaboration with engineers etc.**
- **Reviewed UAT test cases** and ensured all functional and non-functional scenarios covered.
- 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.**
- Collected data on repeated issues / other specific complaints & collaborated with engineers for permanent solution.

Internal 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.
- Reconciled Bank statements and verified accounts payables and receivables.
- **Actively participated as a team member in finalization of accounts.**
- **Managed all accounting transactions including TDS TCS compliances, GST return, TDS TCS return etc.**

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 leadthe 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 and TAT follow up, portfolio performance tracking and reporting** of same
- Reports the anomalies in the jobs received and communicate trends to Manager.

Accounts and Audit 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.