

# Sharmila Banu

15 Farrer Park Road Singapore 210015  
+65 8233 5343 sharmila\_61@hotmail.com

## PROFILE

Performance-driven, insightful and detail-oriented professional with demonstrated strengths in integrating Information Technology with Finance/Accounts to produce beneficial results for the betterment of the organisation

- ▲ Adept at maintaining an exceptional rate of productivity, accuracy and efficiency
- ▲ Proper planning and time management ability to deliver results under tight deadlines
- ▲ Excellent communication skills with an ability to interpret and communicate financial data to non-financial colleagues/clients
- ▲ Presentation skills demonstrated in educating staff on new claim submission procedures
- ▲ Relationship-development expertise
- ▲ Constantly fine-tunes and audits plans, processes and systems
- ▲ Easily learns and adapts to new accounting systems
- ▲ Well-organised, neat and meticulous
- ▲ Trains & guides new/junior staff
- ▲ Works well both in teams and independently

## EDUCATION

### **ACCA**

Singapore Accountancy Academy  
Currently pursuing Level 2

### **Certified Accounting Technician (CAT)**

FTMS Global  
Dec 2006

### **Higher Diploma in Accounting**

Thames Business School  
Dec 2004

### **Diploma in Accounting**

Thames Business School  
Apr 2003

### **CHIJ ST Theresa's Convent**

GCE 'O' Level  
Dec 2001

## ACCOUNTING SOFTWARE & IT EXPERTISE

Oracle  
QuickBooks  
Sage AccPac  
Microsoft Office/Outlook

## PROVEN FINANCE/ACCOUNTS STRENGTHS

General Ledger/Accounts Receivable/Payable  
Month End Close/Audit Schedules  
Budgeting, Forecasting & Analysis  
Compliance & Audit Involvement  
Bank Reconciliation  
GST Submission  
Fixed Assets  
Payroll & Staff Expense Claims  
Government Grants Proposals  
ACRA related Submissions/Renewals

## WORK ELIGIBILITY & AVAILABILITY

Singapore Citizen,  
Available in 1 week

## PROFESSIONAL EXPERIENCE

### **1. Faizura Trading**

*SME trading gifts and collectibles*

#### **Accounts Executive (Jul 2013 till Present)**

- Full set of accounts using QuickBooks
- Perform bank reconciliations
- Process staff expenses claims
- Process timely monthly payroll and bank transfers
- Assist in IRAS corporate tax submission
- Assist in application for government related grants [PIC scheme (IRAS) & Spring Singapore Grants]
- Attend to supplier queries from overseas
- Extract ad-hoc reports for management

### **2. Telstra Singapore Pte Ltd**

*Australia's leading provider of Telecommunication & Media Solutions*

#### **Finance Executive (Mar 2012 to June 2013)**

- Handle all duties of accounts payable using Oracle AP module
- Checking and uploading of monthly AR invoices issued by Hong Kong head office into AR segment
- Perform bank reconciliations in Oracle via uploading of bank statements from bank portal

## **PROFESSIONAL EXPERIENCE (cont'd)**

- Process staff expenses claims via Oracle Internet Expenses
- Prepare monthly journal entries, audit schedules, analyse variances or discrepancies in P&L and B/S items and execute other month-end closing procedures
- Assist in updating the Fixed Assets Register and accounting for depreciation as per company policy
- Respond to queries pertaining to AR and AP from customers/suppliers
- Extract reports from system for management review as and when required
- Conduct trainings for new staff on submitting expense claims in Oracle
- Prepare guidelines for new staff on claims related matters
- Was heavily involved in the major transition from QuickBooks to Oracle accounting software
- Improved processes within Oracle and resolved several problems
- Involved in day-to-day communication with Infosys (back-end team for Oracle issues)
- Took part in UAT (User Access Training) for Oracle

### **3. Central Asia Development Group (CADG)**

*Company operating in complex and remote areas of Central Asia and the Middle East involved in Engineering, Camp Construction, Aviation, Logistics & Procurement and International Development projects.*

#### **Finance & Compliance Executive (Dec 2008 to Mar 2012)**

- To inspect and ensure that all funds donated by various international agencies are being spent in accordance to agencies' policies and all monies are accounted for to the finest detail
- Verify that all expense entries in AP are recorded accurately by accounts assistants
- Recording of all incoming/outgoing money transfers:
  - Incoming funds - Reconcile amounts and report back to mgmt. on outstanding balance
  - Outgoing funds - Process cash requests forwarded by various countries and issue instructions for funds withdrawal to country managers
- To provide weekly/monthly/annual reports to aid agencies on budgeted/actual/forecasted spending with respective analysis and reasoning where needed
- Involve in audits conducted directly by auditors from aid agencies as well as internal audits
- Conduct inductions & trainings in both Singapore & overseas for international finance staff working in branch offices and project operation sites
- Supervised a team of 4 accounts assistants and guided them in daily accounting work

- Worked with the following international aid agencies:

- USAID (US Agency for International Development) Project worth USD200 million for development in Afghanistan
- CIDA (Canadian International Development Agency) – Project worth CAD14 million for development of rural areas in Indonesia
- AUSAID (Australia Agency for International Development) – Project worth AUD10 million for development in Myanmar & Cambodia

### **4. Cleaning Express Pte Ltd**

*SME specializing in professional cleaning at commercial, industrial and residential areas*

#### **Accounts Executive (Jul 2006 to Nov 2008)**

- Handle full set of accounts for subsidiary company (pest mgmt services)
- Handle partial set of accounts for parent company (cleaning services)
- Handle partial set of accounts for parent company (landscaping services)
- Perform bank reconciliations
- Issue invoices and ad-hoc billings & process payments and bank-in receipts
- Prepare quotations as advised by sales manager
- Liaise with customers and suppliers

### **5. Deen Exchange**

*Currency Exchange service provider  
Retail sales of magazines, books and CDs at  
Singapore Post Centre (Paya Lebar)*

#### **Accounts Assistant (Jan 2006 to Jun 2006)**

- Bookkeeping of accounts on monthly basis, perform bank transactions and reconciliations
- Recording of daily sales into POS system
- Registration and coding of all inventory and updating of purchases into system
- To check and account for inventory such as magazines, for return to supplier at month end