

MONALI HIRAWAT

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Summary

Certified Chartered Accountant with 5+ years of expertise in Financial Accounting. Highly analytical, self-motivated and very eager to learn. Proactive, organized and self-motivated with strong sense of responsibility. Detail-oriented who can work under minimal supervision and meet deadlines. Collaborate effectively with the executive level management to strengthen financial position and improve the financial performance. Seeking for a challenging yet rewarding position.

Working Experience

Aug 2014 – Present Apex Fund Services (HK) Limited

Financial Accounts Officer- Asia Pacific (Jan2015-Present)

Financial Accounts Officer- Hong Kong (Aug 2014- Dec 2014)

- Ensure timely and accurate preparation of periodic financial statements for APAC offices which includes the Balance Sheet, Profit & Loss, Cash Flow
- Monitor and maintain full sets of accounting books
- Doing month end performance evaluation and variance analysis against budgets
- Handling intercompany transactions with overseas offices
- Prepare schedule for recharge of regional expenses across APAC offices
- Communicate and liaise with individual offices and group accounting team based in Dubai.
- Prepare audit schedules and liaise with external auditors for yearend audit purpose and submit required reports to group auditors for consolidation
- Support the management by preparing regular and ad hoc analysis and reporting for decision making
- Prepare quarterly performance analysis for Marketing personnel
- Forecast incomes and expenses for annual budget preparation
- Ensure accurate and efficient settlements to suppliers and reduce risk by setting up bank authorization matrix in place
- Monitor cash receivables and manage cash for all APAC offices by evaluating cash forecast prepared by each office weekly
- Effectively managing a team of 6 people across APAC offices.
- Prepare PowerPoint presentation for APAC accounts to be presented in MD meeting annually.
- Customize and automate report generation from Accounting software- Financial Force & Sales Force

Projects Undertaken

In last 2 years with the organization I have undertaken various projects to assist Group CFO in successful implementation and streamline accounting procedures across group.

- Prepare procedure manual for use of Accounting software- Financial Force and creation of reports to be generated from system
- Prepare Operational manual for centralization of accounting teams in various regions
- Preparation of guidelines on accounting treatment of various revenue items across group.
- Prepare draft template to be used for Cash forecasting, which is updated by all local offices and submitted to regional and Group accounting team weekly
- Currently working on migration of Accounting for Middle East offices- Dubai, Abu Dhabi, Bahrain to Hong Kong

Jun 2013- Aug 2014 Amoli Group of Companies Hong Kong - Company Accountant

- Responsible for checking and verification of payment process, checking inter-company balance, A/R, A/P, etc for both the Hong Kong company and its overseas subsidiaries and representative offices.
- Support month end closing, account analysis and reconciliation.
- Preparation of monthly consolidated financial reports, forecasts and budgets, etc.
- Analyze and review financial information against targets.
- Analysis of branch monthly expenses.
- Follow up vendor dispute, outstanding invoices and vendor statement reconciliation received from branches.
- Apply for the Credit Limit for customers.
- Responsible for Bank Reconciliation.
- Book keeping of investments and portfolios in NAV Invest.
- Took care of complete migration and testing of system from Tally to Microsoft Dynamics NAV.
- Participate in ad hoc projects.

Feb 2012 - Jan 2013 Shah Surendra & Associates - Chartered Accountants - Audit Manager

- Provide bookkeeping, auditing & taxation services to various clients
- Prepare consolidated accounts
- Prepare tax computations and filing tax returns
- Preparing financial statements and audit schedules

Jun 2007- Dec 2010 P. Nahata & Co. - Article Trainee

- Prepare auditing schedules and check the transactions and financial statements produced by clients to make sure that all receipts and expenditure are properly accounted for
- Verify their financial system to see that all the payments have been made in accordance with accounting standards
- Prepare audited reports and tax computations

Affiliation:

2011 Fellow member of Institute of Chartered Accounts of India

Education:

2007-2010 Bachelor of Commerce, Rajasthan University, India

Personal Summary

- Proficient in Microsoft applications (including Word, PowerPoint and Excel)
- Familiar with Accounting systems like Financial Force, Sales Force, MS Dynamics, Tally
- Fluent in English and Hindi.