**Radhika Shetty **

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I have a work experience of almost eleven years which includes one year as quality auditor in Accenture Financial services, three years in Trading company and six years in Investment Holding company.

**STRENGTH**

* Excellent organizational skills with an ability to effectively manage & prioritize schedules
* Hardworking, sincere and dedicated with an ability to meet deadlines
* Good team worker with strong communication and interpersonal skills
* Proficient in complete book keeping, accounting, audit, consolidation, preparation of financial statements as per International Financial Reporting Standards, management reporting, Analytical review of financials, Cost reports, Budgets & forecast, Singapore tax, International tax.
* Speed and Accuracy in work.

**WORK EXPERIENCE**

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| --- | --- | --- |
| **Company** | **Period** | **Position** |
| Steppe Capital Pte. Ltd., Singapore | June 2010 – Sep 2012  Feb 2013 – till date | Accounts & Finance Manager |
| Evergreen-Global Pte. Ltd., Singapore | Oct 2007 – June 2010 | Accounts Assistant |
| Accenture Financial Services, Bangalore, India | July 2006 – July 2007 | Process Analyst (Quality Auditor) |

**Steppe Capital Pte. Ltd.**

**Singapore**

**Accounts & Finance Manager** **June 2010 – Sep 2012**

**Feb 2013 – till date**

Steppe Capital Pte. Ltd (“Steppe”) is an investment holding company which has investments in Kazakhstan, Russia, Spain, India, UK, Dubai, BVI, Thailand etc. The company has its intermediate holding companies in Netherlands.

Steppe has a portfolio of investment in companies which are either wholly owned subsidiary or Joint Venture/ Associate. Steppe has also investments in securities/ equity held for trading purposes. The Principal business activities of our subsidiaries/ JV/ Associate are listed below:

* Airport Management
* Fuel Trading
* Consultancy Services
* Security services
* Real estate
* Exploration and Mining,
* Catering services
* Aircraft operation and Management
* Property Development
* Oil & gas and Procurement & processing of raw hydrocarbons
* Construction of Golf course in Almaty region
* Execute engineering, procurement and construction projects
* Retailing of fashion and design
* Hotel business
* Servicing of Locomotives
* Mining & processing of mineral resources
* Trading in oil & petroleum products
* Construction of Yacht club
* Providing services of electric energy
* Construction and railroad repair services.

Responsibilities:

1. Recording and maintaining the books of accounts, Accounts receivable, Accounts payable, fixed assets, Ageing analysis, following up with debtors etc.
2. Preparation of company level and group consolidated financial statements of Steppe capital and its subsidiaries as per IFRS. It comprises of more than 70 entities. The group revenue is around US$340 million and equity of US$1.6 billion
3. Coordinating with the auditors – Ernst & Young LLP on reviewing the consolidated financial statements and get the signed audit report prior to the deadline to file in ACRA.
4. Proficient in merger and acquisition accounting which includes in Purchase price allocation (PPA) based on valuation report.
5. Preparation of cost report, bank reconciliation and cash flow.
6. Handle complete set of accounts, audit & tax of a subsidiary entity which is in the business of Aircraft operation and management of privately owned Charter aircrafts.
7. Preparation of reporting pack for listed entities.
8. Handled internal audit in one of joint venture entity having principal business activity in Aircraft operations and management.
9. Fund accounting of securities / equity held for trading.
10. Due Diligence of financials before acquisition/ sale of investments.
11. Handled liquidation of Singapore entities.
12. Preparation of analytical review of financial statement which compiles, verifies, analyses, interpret and disseminate critical financial data (actual and comparatives) to the management.
13. Preparation of management reports on all the investments portfolio.
14. Involved in restructuring of investments and acquisition under common control.
15. Assisting in updating the group structure, source of dividend, tracking and tracing of dividend for the 13(12) exemption provided by Ministry of Finance.
16. Assisting is drafting affirmation letter and update structure to Ministry of Finance.
17. Compliance with withholding tax and filing of IR37 to IRAS on interest expenses/ aircraft rental etc. remitted to non-resident of Singapore. Familiar with the Double tax treaties (DTT) and the benefits of Double Tax avoidance (DTA). Applying for Certificate of residence with IRAS
18. Responsible for Statutory filing and tax matters of Steppe Capital Pte. Ltd. and its group companies in Singapore. Reviewing the computation of tax calculation for filing estimated chargeable income (ECI) and annual tax (form C) filing of tax in IRAS.
19. Liaising with IRAS on GST exemption for companies having exempt or zero rated supplies.
20. Involved in structuring of Group’s transactions/ investments which includes Singapore and International accounting requirements, local and cross border tax issues.
21. Assisting in drafting letters on queries (if any) raised by IRAS
22. Preparing the transfer pricing (TP) documentation on related party transactions

**II. Evergreen Global Pte Ltd**

**Singapore**

**Accounts Assistant** **Oct 2007 – June 2010**

Evergreen Global is a Trading Enterprise (Import & Export) in Tyres, Rubber, Yarn and coal with its branch Office in Myanmar, Vietnam, Dubai , China, Indonesia and Brazil.

1. Maintaining complete books of accounts, Petty cash and fixed asset register.
2. Preparation of Bank reconciliation, stock statement, budgets and forecast reports.
3. Make a Report on the Debtors & creditors Ageing Analysis.
4. Salary & CPF payments and preparation of IR8A forms for employees.
5. Checking the trade documentation – BL, Freight invoices etc. and forwarding it to the bank
6. Monitoring the line of credit with the bank
7. Responsible for initiating the Inventory management – i.e. record purchase orders and sales orders on placement of order and check against the actual purchase or sales made by the vendors.
8. Handling the GST Input and output on purchases and sales. Liasing with the IRAS on GST refund
9. Assist in company’s corporate tax related matters and filing estimated tax and annual tax.
10. Assisting in answering any queries raised by IRAS on company tax related matters.

**III. Accenture Financial Services (BPO)**

**Bangalore**

**Process Analyst (Quality Auditor)** **Jul 2006 - Jul 2007**

**Client: British Petroleum, USA**

Accenture Financials Services provide Business Process Outsourcing (BPO) services to big Multi- National Companies.

I was in the Accounts Payable team which was supporting the downstream i.e. handling payments and disputes from vendors of British Petroleum (BP), USA. Some of the major vendors of British Petroleum (BP) are Exxon Mobil, Multisol, Kelly Services, Chevron, Graham Packaging, SKEP, etc. out of more than 200 vendors of the business.

1. Hands on experience with JD Edwards Accounts Payable Application.
2. Quality audit of invoices processed by the team and preparation of QA (quality audit) Metrics.
3. Make payments of processed invoices through the check run/EFT run (Electronic Fund Transfer) to the vendors.
4. Responsible for completing some critical activities such as

* Preparation of Single Pager every working day to ensure all activities are completed within TAT (Total Allowable Time).
* Preparation of the Queue Count to allocate and distribute work among team members.
* Preparation of Dashboards which includes power point slides, charts and calculations to provide an overview of the entire activity of Accounts payable process for the month which is sent to the business- Accenture (Houston).
* Liaise with vendors on disputed invoices and maintain Utility tracker with over two hundred vendors.

**EDUCATION**

* **ATP – Income tax** (Accredited Tax Practitioner) from Singapore Institute of Accredited Tax Professional Limited (SIATP)
* **CA Singapore** from Institute of Singapore Chartered Accountant (ISCA)
* **ACCA (UK)** from Association of Certified Cahrtered Accountants (ACCA), UK
* **MBA Finance** from Pondicherry University, India
* **Bachelors of Commerce** (Financial accounting & Management accounting) from Bangalore University, India

**AWARDS AND APPRECIATION**

**In Accenture Financial Services:**

* Received **Accenture** **Summit Award** in Accenture Financial Services for auditing maximum number of invoices (365 invoices) per day with accuracy and also for handling the disputed invoices and meeting all the deadlines.
* Rewarded for participation in cultural activities.
* Recognized and rewarded for coordinating with the team.
* Appreciation mails from the business – US Clients to keep up the good work.

**In Evergreen Global Pte. Ltd.:**

* Appreciation for initiating the Inventory Management (Sales Orders and Purchase order System) in the trading company - Evergreen Global Pte. Ltd., Singapore.
* Appreciation for speed and accuracy and suggesting new ideas for control and check.

**In Steppe Capital Pte. Ltd.:**

* Appreciation on preparation and completion of Group Consolidated Financial statements as per IFRS for Steppe Capital Pte. Ltd. and its subsidiary prior to deadline specified by ACRA.
* Appreciation for handling internal audit in subsidiary company, which was incorporated in Kazakhstan
* Appreciation in completion of documentation for tracking and tracing of Dividend for 13(12) tax exemption and getting a report from our tax agent PWC, Singapore.

**PERSONAL DETAILS**

**Date of Birth:** 20th Jan 1982

**NRIC No:** S8284757Z

**Nationality:** Singapore Permanent Resident (Indian)

**Passport No:** P2937491

**Place of Issue:** Singapore

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