

# SHRUTI SHRIVASTAV

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## MY CONTACT:

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## CAREER OBJECTIVE:

Ambitious Finance Executive aspiring to elevate impact. Seeking dynamic roles to apply strategic financial Shrewdness, drive efficiency, and contribute significantly to organizational success.

## CURRENT PROFILE:

Organizing financial precision as Assistant Executive in the ACP division. Streamlining accounts, implementing robust controls, and contributing strategic insights for seamless planning. A pivotal role in optimizing financial processes and ensuring compliance within a dynamic corporate environment at Godrej & Boyce Mfg. Co. Ltd

## EXPERIENCE

7<sup>TH</sup> DEC'20 – TILL DATE

**ASSISTANT EXECUTIVE, GODREJ & BOYCE MFG. CO. LTD**

**Department: Finance**

### Job Involvement:

- Streamline vendor payments with rigorous documentation evaluation for financial compliance. Proactively engage with divisions, promptly addressing queries for seamless financial operations
- Guide employees on expense reimbursements per company policies. Communicate and clarify changes in payment procedures for sales executives and dealers.
- Conduct monthly ledger reconciliations to pinpoint and rectify discrepancies.
- Facilitate seamless purchase order processing, meticulously scrutinizing each transaction for accuracy and authenticity.
- Lead team training, enhancing financial process skills and fostering a culture of continuous learning.
- Deliver precise and timely financial reports, including daily MIS, optimizing decision-making processes.

## EDUCATION

Master of Commerce - Gujarat University (Ahmedabad, GJ ) Dec'21 to Mar'23

Bachelor of Commerce – Gujarat University ( Ahmedabad, GJ ) June'17 to Mar'20

HSC – St. Xaviers High School ( Vapi, GJ ) June'15 to Mar'17

## SKILLS

- Analytical Skills
- Invoice processing
- Purchase orders
- Process improvement
- Financial reporting
- Regulatory compliance
- Accounting Proficiency
- Communication
- Interpersonal skills
- Integrity

## ACIEVEMENTS

- Consistently meet tight finance deadlines.
- Received positive feedback from internal stakeholders for delivering timely and accurate financial reports
- Collaborated with cross-functional teams to streamline communication and resolve financial queries.
- Initiated process enhancements in invoice processing, reducing turnaround time by 20% and enhancing overall efficiency.