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Shraddha.Patravali22@gmail.com



Abu Dhabi,
United Arab Emirates



SHRADDHA PATRAVALI



EDUCATION

Bachelor of Business
Administration (B.B.A.)
Specialization in Finance
Karnataka University,
India
2010

KEY SKILLS

Microsoft Office Suite



Written Communication



Verbal Communication



Multi-Tasking



SYSTEM EXPERIENCE

Tally 7.2 and 9.0

SAP System

SunGard Investone Enterprise

Smartstream TLM

Portia Investment Accounting
System

WORK EXPERIENCE SUMMARY

Finance professional with over 5 years of experience across areas like HR & Payroll Administration, General Accounting, Finance Administration, Treasury Operations, Vendor Management, Procurement and Fund Accounting.

Company	Job Profile - Duration
Teyseer Motors Co. WLL (Doha, Qatar)	Assistant Accountant July 2017 – August 2019
Nomura Services Limited (Subsidiary of Nomura Holdings, Japan) (Mumbai, India)	Analyst March 2015 – September 2015
The Bank Of New York Mellon (Pune, India)	Operations Executive January 2012 to December 2013
Infosys BPO LTD. (Pune, India)	Process Executive July 2010 to August 2011

WORK EXPERIENCE DETAILS

HR, Payroll and General Administration:

- Process payments related to salaries, benefits, incentives, etc. and necessary deductions as per HR Policy of the company.
- Verifying the monthly payroll process and sending instructions to banks for salary payment to employees.
- Reconciliation of payroll ledger accounts and resolve any discrepancies occurred. Review, analyse and verify payroll reports and documents and make necessary adjustments.
- Posting all necessary journal entries related to payroll in the system on daily and monthly basis and maintain the records with no discrepancies.
- Processing of final settlements, employee incentives and yearly bonus as per management approvals.
- Preparing employee offer letters and onboarding documentation and formalities of new hires.
- Maintain employee record files by updating any changes in the employment status.
- Process and maintain employee's request for loans, cash advances, leave encashment, etc. by doing a thorough check of required documents.
- Process allowances for business travel, air tickets, business lunches, etc. while coordinating with the concerned department.
- Maintaining and reviewing of approved employees' requests, manager's instructions, leave applications and other things related to process the month end payroll computation.

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WORK EXPERIENCE DETAILS

PERSONAL DETAILS

Date of Birth: 02 February 1989

Languages: English, Hindi &
Kannada

Marital Status: Married

Nationality: Indian

Current Residency: Abu Dhabi,
UAE

Visa Status: Dependent -
Husband sponsored

Finance Operations:

- Handling all banking operations of the firm and act as the SPOC to RMs across Banks for all communication.
- Monitoring all bank accounts (local and foreign currency) of the firm for assessment of Fund/Cash flow requirement as per Bank commitments
- Retrieving daily bank statements and reviewing all transactions and investigating discrepancies if any.
- Preparation and submission of all bank communications like telex transfers, fixed deposit instructions, internal account transfers, LC issuances, Bank Guarantees, etc. with concerned department's approvals and authorized signatory.
- Verifying and handing over all bank documents to bank messenger for timely submission.
- Matching and calculation of creditors account due for monthly supplier payment considering credit terms and prepare local supplier payments.
- Preparation of monthly bank MIS, and management MIS – Balance Sheet, P&L and related reports
- Updating letter of credits for fund requirements; Maintaining LCs opened, settled, foreign currency remittance, Tender / Performance Bond status across Banks
- Perform weekly and monthly quality checks and prepare monthly Bank reconciliation statement for all accounts.
- Verification of weekly petty cash and prepare for replenishments.
- Posting all necessary journal entries related to treasury in the system on daily and monthly basis and maintain the records with no discrepancies.

Fund Accounting and Operations:

- Reconciliation of Trade discrepancies between custody and accounting on daily basis, in cash and asset for mutual funds and fixed income portfolios; make timely reports.
- Reconcile mutual funds for daily pricing and also perform valuation of the funds to release correct Net Asset Value (NAV). Designed and implemented procedures to reconcile accounts and currencies on a daily basis.
- Reviewing and monitoring various payments and settlements.
- Investigation of transactions pending on either side, issues to be raised with concerned department and take necessary actions. Reviewing and resolution of queries between custody and fund accounting and tracking all critical exceptions.
- Posting of the daily Subscription/Redemption, Fees/Incomes on the funds as per notifications received.
- Monitoring and validating corporate actions and process the same on accounting side (Reference Bloomberg).
- Interacting with different Departments like Trades capture, Custodian bank, derivatives team, Corporate Actions, Transfer agency, Broker Commission, and others.
- Monthly Client Reporting and other allied reporting activities
- Identify and report on current and potential issues and problems and make suggestions for improvements to processes.
- Worked On applications like TLM Reconciliation (Cash & Stock) & Winnar Production.