

CA SHARMILA.S

Associate Finance Manager

House no: 889, 4th Cross,
Thunga block, Bettadasanapura,
Electronic City, Bangalore-560100
Contact No: 9620475556
Email id: sharmila.samudrala970@gmail.com

Career Summary

Associate Finance Manager with 5 years & 10 months of experience in IT & E- Commerce industry. Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization, with a strong commitment to delivering results. Proven track record in improving the budgeting process, reducing the operating cost and provided financial reports to top Management to make informed decisions.

Work Experience

Associate Finance Manager, Wipro Ltd May 2022 – Present

- Analysed and approved all business spends related to the BiTS function and identified opportunities for savings.
- Developed and implemented a process on the EOL asset sales, new spends approved and the cost impact in the P&L of the fiscal years.
- Prepared Cost Benefit Analysis for the new deals signed and reviewed MSA from the finance perspective.
- Analysing & reporting the cost variance, provisioning for the expense.
- Provided financial reports to Top management, resulting in informed decision making on the cost spend.
- Coordinated with the development team in automating reports.

Financial Analyst, Accenture India Pvt Ltd July 2019- May 2022

- Forecasted & budgeted the cost and revenue for the client projects and submitted the contract forecast on a monthly, quarterly and annually basis.
- Analysed the actuals with forecast and advised the project lead in cost overrun situations for maintaining margins.
- Prepared pricing for the new deals signed and created the contract setup in SAP.
- Generated monthly billings for contracts and worked on the SLA clauses.
- Prepared financials for the contracts and the receivables report.
- Ensured compliance with Internal controls for the client projects.

Finance Manager, The Peripheral Store (E-Commerce Seller)

January 2018- June2019

- Reconciled payments from Amazon, customers.
- Vendor management, provisioning for accounts payable, preparing vendor registration forms etc & Bank reconciliation.
- Filed GST & TDS returns, monthly payment of GST, TDS & ESI within due date, issuing of form 16A, coordinated with auditors in handling department notices etc.,
- Made payments to all vendors, credit card bills & salary payments.
- Automated process of transaction analysis & Importation of invoices from Amazon into Zoho books with the help of Devops team.
- Prepared documentation for the process designed and monthly reports to Management.
- Monthly stock tacking, tracking of wrong returns, sales returns & replacements.
- Maintaining petty cash & accounting for cash expense.

Articleship Experience

Worked as an articled assistant in R. BUPATHY & CO, Chartered Accountants, Chennai for a period of 1 year 9 months and with CA. Ramanjaneyulu Chittipothu, Guntur for a period of 1 year 3 months.

- During articleship worked for various companies including Infosys Ltd (Chennai DC), Tamil Nadu water investment company Ltd etc for internal audit in areas like payroll, revenue, payments, etc.
- Conducted statutory audits for companies like Amco India Pvt Ltd etc. in areas such as purchases, revenue, payroll, statutory compliances, receivables and payables etc.
- Filing of TDS returns, monthly PF, ESI contribution returns, Income tax returns for individuals, trusts, partnership firms and companies.
- Provided taxation planning on various issues faced by the client.
- Prepared financial statements, BRS, maintaining books of accounts in Tally.ERP9.

Leadership Skills

- Headed Finance Team of 3 members.
- Headed Migration of Accounting Data from Tally to Zoho Books.
- Conducted trainings to team members on GST, Reconciliations, Zoho Books, Accounting Process etc.

Skills & Competencies

- Financial analysis and modelling
- Budgeting and forecasting
- Cost reduction and savings
- Internal controls and audit management
- Financial reporting and compliance
- Financial policy development and implementation
- Vendor and accounts payable management
- Financial decision-making support
- Financial software proficiency (e.g., Excel, Zoho, SAP)

- Communication and presentation skills
- Leadership and team management.

Academics		
Course	Institute	Year
CA- Final	The Institute of Chartered Accountants of India	Nov'16 (1st Group)
		Nov'18 (2nd Group)
Accounting Technician certificate	The Institute of Chartered Accountants of India	Aug'16
CA-IPCC	The Institute of Chartered Accountants of India	May'11 (1st Group)
		May'12 (2nd Group)
Common Proficiency Test	The Institute of Chartered Accountants of India	Dec'09
Bachelor of commerce	Sri Venkateswara University	2015
Board of Intermediate Education, A.P	Vikram Junior College, Srikalahasti	2007-09
Board of Secondary Education, A.P	Z.P Girls High School, Srikalahasti	2006-07