



SHIRLEY HOSALI

Lead-Finance and Accounting

Summary:

MBA with 10 years of experience in Finance and Accounting with a comprehensive experience in:

- General Ledger.
- Accounts Payable & Receivable
- Payment
- T&E
- Bank Reconciliation Statement.
- Intercompany Reconciliation.
- Payroll Accounting.
- Fixed Asset Accounting.
- MIS Reports.

Experience:

Company Name: MICROFOCUS

Job Title: FINANCIAL CONSULTANT **Period:** from July 2022 to Jan 2023.

Job Responsibilities:

- Working as Individual contributor on a new project using ORACLE NETSUITE ERP and Reporting to Manager.
- Handling migration activities and process to ensure handling efficiently and effectively.
 - Stack A to C (SAP Ariba to Netsuite)
 - Stack B to C (IPOS to Netsuite)
- Preparing P2P Summary Report daily.
- Working on PO closure activities before posting JE.
- Preparing Manual Journal Entry Template, import file in CSV format, financial approval matrix and Posting on a monthly, quarterly, and yearly basis for the Accrued expense.
- Preparing Journals posted report for Open Accruals monthly.
- Coordinate with the Internal audit.
- Handling queries through mails and calls.

CONTACT

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SKILLS

- ERP: SAP 6.0, ORACLE 11.03, R12, NETSUITE and CITRIX (Maximo 4.11 and FMP), Macanomy.
- M.S.Office (M.S.Excel, M.S.Word, M.S. Powerpoint).
- Typing speed: 40 wpm with 100% accuracy.

EDUCATION

- MBA Finance and Marketing from BLDE University, BIJAPUR in 2009.
- PGDCA from BLDE University, BIJAPUR recognized by RPI on communication and Management, Mumbai in 2007.
- BBA Finance from BLDE University, BIJAPUR in 2006.

LANGUAGE

English, Hindi, Kannada

DOB

3rd May 1985

Company Name: Sicheire Technologies India Pvt Ltd

Job Title: Lead – Finance & Accounting **Period:** from January 2021 to April 2022.

Job Responsibilities:

- Working end to end Accounts Payable for E-Commerce client.
- Establishing and maintaining relationships with new and existing vendors
- Validating the invoice for receivable from stakeholders and payment to vendors.
- Tracking of all vendor returns orders on daily basis
- Preparing vendor reconciliation report.
- Responsible for timely period close.
- Responsible for working on debit balances and recover the same
- Processing vendor Credit notes on daily basis.
- Handling MIS queries
- Issuing C-forms for all CST suppliers on quarterly basis
- Coordinate with tax team
- Identifying negative balance for all the vendors and requesting for refunds on the same with supplier and clear it against each other.
- Bring in controls to avoid duplicates and on time payment.
- Taking necessary steps to improve accuracy & reduce errors.
- Handling AP queries and submits an audit report to management.
- Handling AP query calls of Internal & External Stake holders.
- Preparing and maintaining reports such as dashboard, ageing, issue log and productivity.
- To ensure meeting their SLA on daily basis and report to manager. Blocking and unblocking of vendors upon the approval of business heads.

Company Name: Amicorp India Pvt Ltd, Bangalore.

Job Title: Senior Officer **Period:** from January 2019 to November 2020.

Job Responsibilities:

- Working end-to-end business accounting for Barbados and BVI Clients.
- Responsible for accounting process & tasks i.e., Accounts Payable, Accounts Receivable, GL and MIS Queries.
- Reviewing employees and SAM's timesheets on weekly and sending them for approval to local LMT's.
- Responsible for AR accounting i.e. Invoicing, Allocation of receipts (Cash application), AR reconciliation, AR aging, AR queries etc.
- Responsible for AP accounting i.e. posting vendor invoices, vendor reconciliation, vendor aging etc.
- Responsible for Bank posting on day-to-day payments/receipts, salaries refunds etc.

- Responsible for payroll accounting i.e. preparing the data in excel spreadsheet based on pay slips for each employee and calculation of net pay, processing salary payments, and booking salary entry in the system.
- Responsible for Employee expense claims and approve the expenses, ensuring the claims are in agreement with Company Expense policy
- Responsible for preparing bank reconciliation Statement.
- Consolidate inter-company transaction & reconciliation including foreign currency accounting.
- Ensure timely accurate month end closing & financial reporting to Management.
- Booking month end close journals like Accruals, banking entries, adjustment entries, depreciation, audit fee, Provision for doubtful debtors, write offs etc
- Month end reporting like Fixed Assets & Depreciation schedules.
- Reporting to MIS queries.
- Coordinating with finance controller for year-end closing and preparing financial statements for respective regions.
- Responsible for preparing audit schedules to sign off the financial statement from the auditors.

Company Name: DXC Technology Pvt Ltd, Whitefield Bangalore.

Job Title: Associate Professional **Period:** from January 2016 to August 2018

Job Responsibilities:

- Worked for CBRE Real Estate Poland Clients
- People Management: Handling team of 10 resources, which was responsible for goal setting, performance review, attendance, cross training, motivating the team to come up with the new ideas that help to improve the process KAIZEN.
- Daily Work allocation to the team
- Worked on multiple applications for processing and Uploading invoices in SAP, Maximo 4.11 and FMP.
- Responsible of processing various invoices like PO invoices, NON PO invoices, Credit notes and utility invoices
- Responsible of clearing the invoices on holds, analyse them and contact the onshore team to clear the invoices
- Responsible for keeping a track of aged invoices and clear them with a proper resolution
- Regular interaction with the clients and sub ledger to resolve the open items and issues
- Initiates training plan for new Joiners and backup plan for the process also conducting refresh training for the existing employees.
- Ensuring to complete the work as per SLA agreement.
- Quality Check & Auditing for the invoices processed by team.
- Preparing the daily, weekly & Monthly reports of the process.
- Reconcile the Maple and IPL Excel reports.
- Conducting daily team meetings and sending MOM for the day.

Company Name: Vaatsalya Health Care Solution Pvt Ltd, Bijapur.

Job Title: Sr.Accounts Executive **Period:** from September 2013 to October 2014.

Job Responsibilities:

- Keeping and Managing the Books of Accounts with Handling Hospital Revenue cash and bank.
- Prepare monthly bank reconciliation statement.
- Compile and analyse financial reports on monthly basis.
- Professional (visiting doctors) fees calculation on monthly basis through sharing structure.
- Collecting the quotation and prepare the comparative statement and process the purchase orders.
- Processing the Invoices for PO and LPOs.
- Process all payments to vendors on monthly basis.
- Updating the revenue entries in Tally on daily basis.
- Maintain the petty cash payment vouchers.
- Assist the Pharmacy stock audit on every quarter.
- Internal accounts auditing on every quarter.
- Preparing General ledger.
- Complete month/year-end closing activities, including adjusting entries and allocations, and coordinate with the manager for financial statements.
- Analyze & Review the Budget vs actual on quarterly & yearly.
- Maintaining register with coding for fixed assets.

Company Name: Accenture private Ltd, Bangalore

Job Title Sr. Process Associate **Period:** from October 2010 to August 2013.

Job Responsibilities:

- Worked for UK Clients on multiple applications for processing invoices
- Managing the day to day activities of the team of 7 resources.

General Ledger

- G/L Posting and Reporting.
- AP entries (PO, Invoice, payment)
- Reconciliation of GL entries prepared and posted accrued expenses on monthly basis,
- Verification of Journal, Bank & Payment Vouchers for ensuring Proper accounting
- Bank Reconciliation

Accounts Payable

- Processed, verified and reconciled accounts payable invoices.
- Payment processing via electronically (Making the payments over the invoices, preparation of debit and credit note(In case over and under payments occurred)
- Reconcile payables and process the A/P aging report.
- Researched discrepancies as necessary.
- Working on monthly close activities and accounts payable reconciliations.