

RESUME

Megha Arora

Contact: 091-7208001489

email: megha_mahajan84@yahoo.co.in

Objective:

To seek a respectable and responsible position in a renowned organization, where I can prove my capabilities with efforts by utilizing my communication, leadership, business and technical skills.

Professional Summary:

- Total Experience of around **15 years**.
- **Reconciliations of accounts (Suspense, payable and receivable).**
- **Payable Quality control (Secondary review and PDR)**
- **E2E handling of corporate purchase card process:** - It contains MIS reporting and reconciliation for expense payable for US (west region) incurred through CPC card.
- Ensure Statutory Compliance through Month/Quarter/Year end close activities.
- Knowledge of Trade Finance which includes Trade Bill Management System (TBMS) includes Invoice & BOE Discounting
- Supporting Internal Audit Team
- Liase with Controllershship Teams to share best practices
- Excellent **Interpersonal skills** and have the ability to **work independently** or successfully as **a part of a team**.
- **Strong communication and leadership skills.**
- Active member of **DAT (Direct action team)** , which is a liaison between the Team members and Senior management to voice their concerns .
- Actively involved in Employee engagement team , which is responsible for promotion of organizational
- P&L Review & Trend Analysis
- Significant experience in designing Internal Control/Reporting Systems towards the accomplishment of corporate business goals.
- Document Quarterly reports of Standing Accruals impact on P&L etc.,
- **Projects worked on /Involved in**

In American Express –

- a) **Buyers Initiative Platform (BIP) implementation.** - In this project, I worked as a lead with the responsibility of coordinating with different teams involved in the project and ensuring the smooth functioning of the project. My responsibility includes working towards elimination of any show stoppers, maintaining of defect tracker and maintenance of daily status update.
- b) **Corporate Account Reconciliation (CAR) tool implementation** - This tool is designed for corporate card users. My scope is implementation of CAR tool for Amex client Ameriprise.
- c) **Oracle Sub-Ledger Implementation (OSI)** - In Oracle Sub ledger implementation, my scope is providing insight of existing system to Oracle implementation team and also charting the requirement in the new system.
- d) **SL and GL Matching Project.** – In online system the SL and GL is not doing any validation of out put from SL and input in GL. I worked with technologies to prove to our tax department that SL and GL is matching. In this project I worked on huge data.

- e) **Ameriprise (AFI) Accounts Payable Transition** – Supported & managed the Ameriprise Transition for Accounts Payable & CPC process as a single point of contact.

ACHIEVMENTS AND REWARDS.

- **Gold Award by AMERICAN EXPRESS**– Efforts recognized towards **CAR implementation** initiative for Amex Client **Ameriprise (2007)**.
- **Diamond Award by AMERICAN EXPRESS** – For individually managing the **Ameriprise** transition for **Accounts Payable & CPC process (2009)**.
- Certificate of Appreciation by AMERICAN EXPRESS for **Implementation of Balance Sheet Tracker (2009)**.
- Certificate of Appreciation for implementing **Wire Payment Tracker** for west Region **(2009)**.
- Certificate of Appreciation by AMERICAN EXPRESS for **Career Day Initiatives (2008)**.
- **Got various appreciation notes for achieving the SLA's while there are heavy volumes & resource crunch in TCS e-serve (2011)**.
- **Got appreciated by Unit Heads for process improvements done in TCS e-serve. (2012)**
- Implemented **automation of journal entries passed** for monthly interest and loan installment for **error free and time saving processing in TCS e-serve (2013)**.

EDUCATIONAL QUALIFICATION / TECH. SKILLS.

- **MBA from IMT Ghaziabad** (three years degree course with specialization in **Finance & International Business**) **(2008) (Part time)**
- **B.Com (Delhi University) (2005) (Correspondence)**
- MS Office (with good working knowledge on Excel, Power point and Access).
- Worked on **PeopleSoft , Millennium , Oracle, Axiom, Walker, Hyperion, Oracle Essbase, Cognos.**
- Certified **Internal Auditor** for ISO 9001:2008 from **TUV (2011)**
- Certified **Lead Auditor** for **ISO 9001:2015 (IRCA)** from **Quality Austria**

PROFESSIONAL EXPERIENCE

Organization : Unicert India (Manager)
Duration : Jan'2014 - Till Date

Work Profile :

Working as Manager – Operation & Accounts with Unicert India which is a Management System Certification Firm.

Job Responsibilities:

- Managing and overseeing the daily operations of the accounting department
- Monitoring and analyzing accounting data and produce financial reports or statements.
- Establishing and enforcing proper accounting methods, policies and principles.
- Manage and oversee the daily operations of the accounting department including: month and end-year process, accounts payable/receivable, general ledger, revenue and expenditure variance analysis, reconciliation of various accounts, Payroll, Budgeting, GST, TDS and foreign payment.
- Monitor employee activities and provide guidance where needed while assigning projects and direct staff to ensure compliance and accuracy.
- Create and send various MIS & reports to the Director.
- Liaise with technical/operations teams to ensure excellent communication channels exist to facilitate the successful handover and execution of the new and current business.
- Support marketing and business development teams as appropriate
- Experience of Participating in Tenders & Biding both on online platforms & offline

- Conduct quality control tests to ensure organization standards are being met
- Deliver service in line with agreed controls and procedures to ensure high-level customer service for internal and external customers
- Manage multiple partners including both internal and external

Organization : Accenture India Pvt Ltd (Assistant Manager)
Duration : 6 months (Jun'2013 - Nov'2013)

Work Profile :

Worked as a Team Leader & handled a team of 8 team members in Record to Report department of Accenture's client **VELUX**.

Job Responsibilities

- Preparation and Reviewing the Balance Sheet reconciliations.
- Making entries in P&L, booking of Accruals.
- End Of Month Templates Upload in and re-classifications.
- Accrual calculation & upload in the system.
- Ensure adherence to the SLA's and other standards & norms.
- Closing the books for the month.
- Global reconciliation of non trade AR.
- Document Quarterly reports of Standing Accruals impact on P&L etc.
- Month-end Journal Upload
- Month-end Reporting to all the Senior Managers, Client & Other stake holders

Organization : TCS e-Serve Ltd. (Team Lead)
Duration : 2 years & 8 months (September'2010- May'2013)

Work Profile :

Worked as a Team Leader & handled the team of 5 people for CITI Bank Trade Finance & Supplier Finance, work profile includes:

Trade Bill Management System (TBMS) & Supplier Finance includes Invoice/Hundi Discounting :

- Taking care of the entire TBMS and Supplier Finance Loans disbursed to CitiBank NA customers in India. Responsible for processing and reviewing day-to-day transactions for trade operations functions as required. Working closely with Product Heads to meet department objectives in a timely and accurate manner.
- **Responsibilities :**
- Primary responsibility to process post-delivery loans based on BOE/ Invoices/Listing of invoices submitted by suppliers.
- Processing fund transfer request
- Interacting with customers/RM/Branches.
- Reporting to Section Manager for Domestic Bill Unit.
- Prioritizing transactions and highlighting discrepancies to concerned units in timely manner.
- Interacting with other banks regarding BOE discounting.
- Scrutiny of the documents submitted by the various CITI customers for taking the TBMS Facility
- Approval of the documents & assignment of credit limit to the clients
- Adding & creating the client in the various systems used in the daily processing
- Performing the daily/monthly liquidation of Loans & making sure that the money is received from the customers in Citi Bank's Account on maturity
- Preparation of Daily/Weekly/Monthly MIS reports
- Monitoring team performance, productivity, quality, prepare daily reports and handling of client communications.

- Studying the working pattern of various departments to implement process improvement measures. Taking initiative to learn new things towards becoming a cross functional resource for the organization for overall growth.
- Ensure adherence to the SLA's and other standards & norms.

Organization : American Express (Sr. Financial Analysts in GRE&PS)

Duration : 2 years & 8 months (July'2007-March'2010)

Work Profile :

Payable Quality Control

- Secondary Review.
- PDR (Potential Duplicate Report)
- Bank Run Review.
- Month-end Journal Upload
- Month-end Reporting

CPC(Corporate Purchasing Card) Process for Ameriprise.

- Single point of contact for the End to End (Corporate Purchase Card) Process. My responsibilities in the west CPC Process includes –
- Data Extraction and Messaging.
- Handling various queries from different departments/customers relating to the transactions hitting various cost centers.
- Creation of about **60 MIS (approx)** during the entire monthly cycle. This MIS data is then used by various cost centers for Budget Analysis and Forecasting.
- Reconciling Payables suspense accounts relating to west region.
- Month end booking of entries and clearance of CPC suspense accounts.

Other activities performing daily / on month end.

- Treasury Reporting.
- Handling Customer Liaison desk (i.e. VP Controls).
- Booking of provisions and expenses through Manual Journal Entries
- Manual JE for the reclass requests received on VP Controls.
- Upload of various month end templates received for reclassification, rectification & accruals postings.
- Balance Sheet attestation / Balance Sheet Tracker.
- Working on Vendor Debit Balance.
- Clearance of Hold files in Walker and Oracle (Hold files are generated when SL data moves to GL on WD-5)
- Monthly review of accounts & making adjustment entries, Standing Journals, Processing Accruals, Reclassifications etc.
- Research and clearance of open item from the Payable Accounts Suspense Accounts, Bank Accounts reconciliation for Amex Travel business and in built control in the area as and when required
- Handled the monthly process of calculation & booking of Reserve, Write-Off/Back entries in Amex books of accounts.
- Communication with management for various approvals to clear accounts.
- Ensure adherence to the SLA's and other standards & norms.

Organization :

Intercontinental Hotels Group (Analyst)

Duration :

1 year & 7 months (December'05- June'07)

Work Profile :

- Preparation and Reviewing the Balance Sheet reconciliations.
- Making entries in P&L, booking of Accruals,
- EOM Templates Upload in PS 8.8 and reclassifications.
- Accrual calculation & upload in PS on month end.
- Monthly close of Books for each property.
- Ensure adherence to the SLA's and other standards & norms.
- Closing the books for the month.
- Global reconciliation of non trade AR.
- Document Quarterly reports of Standing Accruals impact on P&L etc.
- Generate and maintain reports for Owners & Business Support in US such as Tax Aging, Post Prelim P&L, and Accounts Receivables Reports.

Organization: **GE Money (Associate)**
Duration : 5 months (July'05-Nov'05)
Work Profile:

- Handling Customer's queries through in bond calls and mails.
- Preparation of monthly credit card statement.
- Handling cases related to Loans, Balance Transfer.
- Making the customer aware about different promotions and plans going on.
- Follow Up of the pending cases related to BT, Loans, etc.
- Setting the credit limit on cards after checking all income documents

Personal Detail

Husband's Name : Mr. Sandeep Arora
Date of Birth : 29th July 1984.
Gender : Female
Marital Status : Married
Nationality : Indian
Passport Number : G0073903

Address

Current : B – 408, Pathik Vihar Sahkari Aawas Smiti, Block – C, Sec – 62,
Noida - 201301

Permanent : A-104,Vinay Heights, Off Kanakia Road, Mira Road (E), Mumbai - 401107.

Declaration

I hereby declare that the details mentioned above are true and correct to the best of my knowledge and belief.

(MEGHA ARORA)