



## Stacey D'souza

Contact Number: +971- 564965336

Email: [Staceydsz1@gmail.com](mailto:Staceydsz1@gmail.com)

### Profile Summary

- Accounts and Finance Executive having Working Knowledge of SAP R/3 FICO systems & NAV 18 ERP
- Supplier Management, Transactions and Banking activities under Multiple currencies.
- MIS Accounting for Commercial operations S & D warehouses
- SAP , NAV , Aquila and Concur ERP systems

### Key Skills

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- GAAP Standards & Government Regulations
- Vendor Negotiations & Management
- ERP, EDI & Financial System Technologies
- Records Organization & Management
- Journal Entries & General Ledger
- Teambuilding & Staff Supervision
- Spreadsheets & Accounting Reports

### Career Timeline

Company Name	Designation	Time Line
Konica Minolta Marketing Services Pvt Ltd UK	Accounts Executive (Global Finance)	May 2021 – Till date
PepsiCo India Holdings Pvt Ltd / Varun Beverages Limited	Assistant Manager(Commercial Sales Finance)	May 2019 – May 2021
PepsiCo India Holdings Pvt Ltd	Assistant Manager(Commercial Sales Finance)	Nov 2013 – Apr 2019
PPG Asian Paints Pvt Ltd	Accounts Payable Officer	Aug 2010 – Nov2013
Tata Motors Distribution Co. Ltd	Executive Accounts Associate	Nov 2008 – Aug 2010
Tata Motors Ltd	Logistics Associate	May2008 – Nov 2008

### Work Experience

#### **Konica Minolta Marketing Services Pvt Ltd**

➤ **Job Title: Accounts and Transactions Executive** Job Ref Number: TBC

Job Family: Finance. Location: London

**Supplier Management, General Accounting, MIS, Bank Reconciliation,**

**Employee payroll and expense Accounting, Transactions and Banking activities under Multiple currencies.**

- Checking, Booking, Verification and Review of Vendor and Customer Invoices including purchase orders
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable and receivables data
- Administer payments to vendors as per approved Contracts and Purchase Orders using System Process – NAV 2018
- Prepare weekly/ Fortnightly payment runs with a level of accuracy and efficiency to cover supplier payments, expenses and Overheads in the entire EMEA region.
- Ensure proper Cost allocation.
- Managing Purchase orders of Vendors.
- Reconcile the accounts payable and receivable ledger to ensure that all bills and payments are accounted for and properly posted in several international currencies.(via Strict Ticket system of response)
- Resolve Accounts with debit balances and Credit fee recoveries
- Respond to Employee Payment Queries and Requests and Manage Imprest Transactions to Employees.
- Bank reconciliation under multiple foreign currencies.
- Controls of vendor rebate trading balances.(Discount management)

- Coordinate with Internal Audit systems.
- Support in the preparation of Financial and corporate reports by collecting analysing and summarizing information.
- Assisting monthly and quarterly financial reviews and analysis.

**PepsiCo Holdings India Pvt Ltd-Finance / Varun Beverages Limited ( Nov2013 – May 2021 )**

**S&D Accounting - Selling and Distribution, Commercial Finance, (India)**

- Checking, Booking and Verification of Invoices in SAP FICO and Interlink Workflow.
- Matching purchase orders to invoices and reviewing all invoices for accuracy before authorizing payments
- Preparation of payment runs in SAP HANA FICO ERP Preparing Payroll data for Contractual and Freelance contractors.
- Facilitating Timely Debit recoveries from Suppliers.
- Preparation of MIS Month-end reports for Budgeting S&D Warehouse and P&L Commercial lines.
- Preparation of Monthly AP & GRIR schedules for Balance sheet scrutiny during Month-ends.
- Assist taxation with Monthly VAT returns.
- Reconcile the warehouse Inventory with actuals and post Purchase Inventory entries during monthend.
- Timely Vendor, Bank and Inter Company Reconciliations .
- AP Trial balance reconciliation, Monthly Trial balance comparison impacting Management Financial Decisions
- Employee reimbursements - Domestic Travel-Monitoring Employee Travel advances and Imprest.,
- Verification & scrutiny of completeness of all expense statements received from employees
- Preparing Payroll data for the Contractual and Freelance contractors.
- Negotiating with vendors to receive better terms and discounts
- Prepare Cost Analysis for Warehouse Rent vendors.
- Completing month-end closing reviews, procedures and corrections as needed.
- Making sure that Co. guidelines are followed For Internal Key Control Requirements.

➤ **Contracts management**

- **Updation** of Contracts Schedule.
- **Coordinating** with legal team for closure on agreements, review of contracts.

**PPG Asian Paints Pvt Ltd- Accounts Payables Officer ( Aug 2010 – Nov2013 )**

- E payment for Custom payments, Fund transfer and allocation to Plant location Depots .
- Creation of Vendor Codes for Service bill bookings and Payment workflows.
- Vendor Management and General Accounting
- Resolving TDS issues related to Rental deposits, Security expenses, Freight bookings .
- Proper Cost centre allocation for expenses in Purchase orders .
- Ensured Timely remittance schedules for various Paint Depots triggering smooth operations in these locations.
- Handled the processing, distribution, accuracy, verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.

**Tata Motors Distribution Co. Ltd- Logistics Associate (Nov 2008 – Aug 2010 )**

- Ensuring Generation of Vehicle Body Building Report, Pending Orders, Purchase orders
- Updating the Customer master on Daily basis
- Passing monthly Provision entries from the details compiled from various user dept.
- Inter-company Reconciliations.,
- Assumed expanded responsibilities (concurrent with A/P duties).

## Education

- ❖ **Bachelor of Commerce (Specialization : Accounting & Finance)**



*References Available on Request.*

**Stacey Dsouza**