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**PROFESSIONAL**  
**SUMMARY**

Achievement-driven professional  
with an MBA in Finance offering a  
career of nearly 9 years in Finance  
& Operations Hands-on experience  
in Production/Media Billing under  
Oracle, Maconomy & Navision  
tools. Proficient at managing  
day-to-day commercial, cash &  
accounting functions in  
co-ordination with internal / external  
departments for smooth financial  
operations Reliable Accounting  
Analyst with background in public  
and private accounting. Excels in  
managing financials, preparing  
statements and providing analysis  
to support business decisions.

**CORE COMPETENCIES**

• Accounting operations systems  
• Financial documentation  
• Document workflow management  
• Process improvement  
• Financial data analysis  
• Account reconciliation expert  
• Account reconciliation processes  
• Bookkeeping  
• Financial modelling capability  
• Compliance testing knowledge

• Invoice Processing

• Microsoft Dynamic NAV   
• Deltek Maconomy   
• Oracle- Finance & billing Module

• Advance Reconciliation  
• MOU Management  
• Reconciliation  
• Cash Flow Management  
• Vendor management

• Control over ageing report  
• Payable reconciliation  
• Sales reconciliation  
• Bank Reconciliation

**SHUBHRA**  
**SRIVASTAVA**

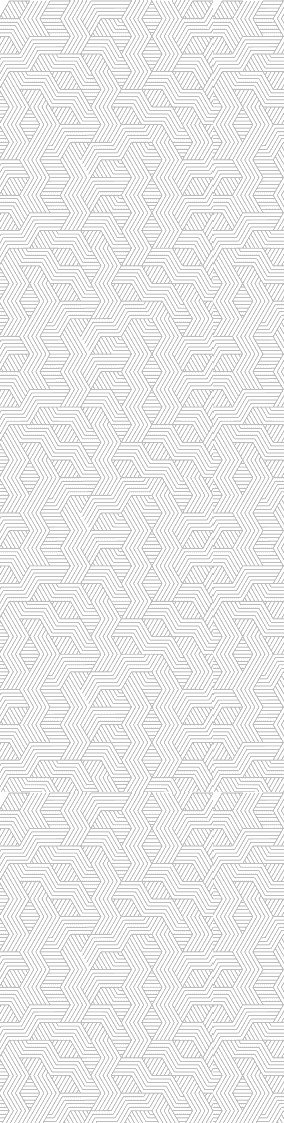
**EXPERIENCE**

**June 2018 - Current  
Senior Finance Associate Publicis Sapient | Gurgaon:**

• Production & Media Billing in Microsoft Dynamic NAV, Oracle & Deltek Maconomy of Middle East Region(UAE, Lebanon, Jordan & Saudi).  
• Verified vendor accounts by reconciling monthly statements and  
related transactions. • Transition of Oracle in Billing Process.  
• UAT of Maconomy Billing Process from scratch till end.  
• Implementation of Oracle (ERP) in the Billing Process.  
• Fixing of hedge rates in system.  
• Handling critical client like BMW, P&G, Nestle, Renault, etc.  
• Preparing data for management.  
• Analysis of exchange loss or gain. Passing of Journal entries  
accordingly.  
• Invoice Processing in Microsoft Dynamic NAV, Oracle & Deltek  
Maconomy  
• Advance Billing & Reconciliation in tools  
• Coordination with the client for any query or payment related issue.  
• Coordination with Technical team on timely basis for ant technical  
glitch in the system  
• Actively participate in process improvement  
• Involved in implementation of new system of billing of Maconomy for  
Middle East Region.  
• Creation of SOP for business process.  
• Internal & External Auditing  
• In production billing handling 15 agencies like Leo Burnett/Saatchi &  
Saatchi/MMS Communication/Publicis Live/MSL Group/Lion  
Communication, etc.  
• Proper closure of books on every month.  
• Intercompany Reconciliation  
• Credit controller Activities.  
• Proper follow the SLA  
• Training & guiding new hires in the team and enabling knowledge  
transfer among the team  
• Maintaining Client Matrix for all the client so that invoicing will be  
done smoothly.

**March 2017 - June 2018  
Finance Associate Medlife International Pvt. Ltd| Delhi**

• Purchases – Local & imports; documentation, verification & accounting  
• Vendor Management & Vendor Payments  
• Margin Calculation  
• Control over ageing report  
• Payable reconciliation  
• Sales reconciliation  
• Bank Reconciliation Helps in Internal Auditing  
• Cash Flow Management



**June 2014 - September 2015  
Finance Executive Investors Clinic Infratech Pvt. Ltd | Noida**

• Prepared the MIS reports, personal files, cash & fund flow statement,

audit reports, sales invoices, debtors reconciliation and other  
financial reports to keep track of financial performance

• Managed the preparation of statutory books of accounts, bank

reconciliation, party reconciliation and consolidating reports in  
compliance with time & accuracy norms

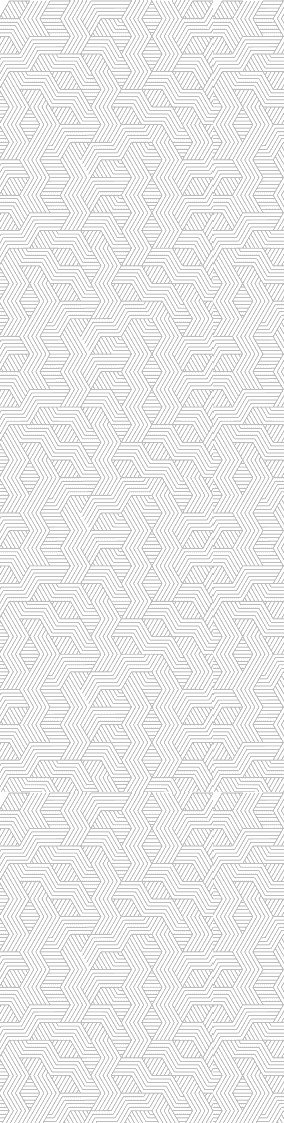
• Exhibited excellent auditing skills in the execution of audits including

on-time conduct of audits with minimal supervision, raised and  
cleared audit issues with management, drafted audit issues and  
reports

• Monitored all purchase and expense accruals that had aged more

than 90 days and ensured timely reversal of over accruals

• Coordination with builders for negotiation.



**September 2011 - September 2013  
Senior Finance Executive Ideacts Innovation Pvt. Ltd. | Gurgaon**• Supervised sales ledgers to ensure accurate posting of sales  
invoices  
• Conducted a thorough credit analysis of new customers including  
trade references, banking  
information, and internet research  
• Reported audit findings and made recommendations for improvement  
in operations and reduction in cost  
• Supported the Lead Auditor in the preparation of quality audit reports  
with sound supporting facts and reasonable recommendations  
• Preparation of Every Month salary sheet Preparation including ,  
Allowances , incentives, bonus ,employee welfare fund, claims,  
reimbursements. Deductions Etc.Coordination with bank for final clearance of salaries. Ensuring final settlement is done.

**September 2010 - September 2011  
Trainee-Finance HT Media Ltd | Gurgaon**• Worked in both AR & AP Profile as Trainee.  
• Ensured compliance with internal norms and procedures (audit  
methodology and risk management)  
• Identified & communicated relevant trends, developments, and key  
performance drivers relevant to various clients as well as the portfolio  
of audit clients.  
• Worked with the Senior Manager – Internal Audit in planning the  
internal audit schedule including defining audit objectives, identifying  
sources of data, understanding processes, analyzing related risks and  
deducing requirements for internal controls in line with relevant  
external and internal regulations.

**EDUCATION:**   
**PGDM** **- Finance and HR** | Apeejay School of Management | 2010  **B.Com** | Lucknow University | 2008