**Sherley Paul**

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[sherleypinky@gmail.com](mailto:sherleypinky@gmail.com)

**CAREER OBJECTIVE**

To obtain a position requiring strong Analytical & Organizational skills in the Industry and aim to achieve self-development keeping in mind the Organizational Goals.

**SKILLS**

|  |  |
| --- | --- |
| * Financial reports * Management accounting * General Ledger accounting * GST Management * Financial Closures * Financial statement preparation * Strategy Business Planning * Project Management * Budget development * Account reconciliation * SAP Finance – FI – New General Ledger * SAP FI – Accounts Payable * Financial Analysis * Financial Reporting | * SAP FI – Accounts Receivables, * SAP FI – Bank accounting * SAP FI – Asset Accounting * Resolution of client issues * Budget Management * External & Internal audit support * Vendor relationship * Bank Reconciliations * Quick Book * SAP FICO * Tally ERP * R data, Python * Tableau * Budgeting * Credit Control |

**PROFESSIONAL EXPERIENCE – 12.2 Years**

**Metropolis Healthcare**

**Assistant Manager (Global Ops)**

**Oct 2022 till date**

Managing Books of Accounts for Ghana and Kenya.

**Key Achievements:**

* Streamlined the books of accounts of International Loaction Ghana and Kenya
* Preparing weekly reports, lead presentations and brief it to the Management.
* Managing the Cash Flow statement of the company.
* Managing B2B Revenue reports under my span.
* Increased the overall target revenue of B2B from B2B from 20% to 60%
* Controlled the expenses of Ghana by an overall from 70% to 30%
* Received Corporate award for Efficiently handling Kenya International operations.

**Responsibilities:**

* Co-ordinating and Managing the local team for managing the books of accounts.
* Managing Vendors and making payments.
* Managing balance sheet and Income Expense sheets.
* Assisted Audits with CA team Financial Year closure.
* Managing the AR and MIS report’s
* Managing prepaid expenses
* Handling Team of 15

**Freelancing**

**Mar 2022 till Oct 2022**

Provided Accounting/Financial solution and consultancy to various start-ups and other companies

**MTB Industries Private Limited**

**Accounts Manager**

Assisted in managing books of Accounts, Profit and Loss reports, TDS, GST and Internal Audits for the organization.

**(Aug 2021 – Mar 2022)**

**Key Achievements:**

* Streamlined the books of accounts of India as well as US.
* Preparing weekly reports, lead presentations and brief it to the Management.
* Managing the Cash Flow statement of the company.
* Developed basic benefits for the employees since it is a startup company.

**Responsibilities:**

* Preparing monthly GSTR 1 and 3 filing.
* Preparing TDS working filing and making quarterly TDS returns.
* Managing Vendors and making payments.
* Approving and issuing PO, PI and Invoices.
* Managing balance sheet and Income Expense sheets.
* Assisted Audits with CA team Financial Year closure.

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**Architect Hafeez Contractor**

**Account Assistant**

Function as an Assistant Account Manager, assisted accounting support and solutions to Team, Architects. **(Jun 2014- Aug 2021)**

**Key Achievements:**

* Assisted in company growth by achieved target of 120 Cr recovery in F.Y. 2020-2021
* Assisted in achieved target of 110 Cr recovery in F.Y. 2019-2020
* Assisted in achieved target of 110 Cr recovery in F.Y. 2018-2019
* Assisted in target of 90 Cr recovery in F.Y. 2017-2018
* Streamlined analysis of financial data, increasing accuracy of our forecasted revenue projections

**Responsibilities:**

* Assist in annual financial planning process with quarterly forecasts, periodic updates and detailed

team level plans

* Managing Sundry Debtors and ageing
* Filing of GSTR 1 and 3 Online.
* Preparing Service Tax reports.
* Preparing Financial Reports of the company incomes and expenses
* Managing the Cash Flow Statement of the Company
* Evaluated and resolved billing discrepancies escalated from clerks.
* Ensure proper functional analysis and process definition of the applications in line with the Group cost accounting standards
* SAP Finance – FI – New General Ledger & Profit Centre Accounting, FI – Accounts Payable, FI – Accounts Receivables, FI – Bank accounting and FI – Asset Accounting
* Manage the interface with the accounting reconciliation tool between SAP and the General Ledger to feed the accounting and management information system
* Coordinate the design of reports to support the clients of the purchase-to-pay processes, facilitating the data collection and the data analysis
* Advises on methods to improve business processes and Billing related changes

**Desai Associates**

**Account Assistant –**

Function as an auditor and managed book of account of the Companies**.**

**(Feb2010- June2014)**

**Key Achievements:**

* Handled and streamlined accounts for 4 years
* Assisted in Finalization of ITR and closure.

**Responsibilities:**

* Managed Statutory Dues (VAT, TDS, ESIC, PF, PT, Service Tax)
* Scrutiny of Sundry Debtors & Creditors, Sales, Purchase, Salary.
* Purchase, Sales, Bank Reconciliation, Calculation of TDS & Filing of Sec 194J, 194C, 194I, Calculation Service Tax & VAT, TDS V/s Expenses, MIS, Billing, Sundry Debtors outstanding

**EDUCATION & CERTIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Passing Year** | **College** | **University** |
| PGDBA | 2019 | Kalina University | Mumbai University |
| B.Com | 2009 | N.E.S Ratnam College | Mumbai University |
| HSC | 2006 | St. John The Baptist High School | Maharashtra State Board |
| SSC | 2004 | St. John The Baptist High School | Maharashtra State Board |

**STRENGTHS**

* Excellent communication skills
* Keen learner hence Quick Learning curve
* Good convincing skills
* Good people management skills
* Hard working and Positive attitude
* Ability to multitask and prioritize key tasks.

**PROJECTS AND SKILLS**

* **Export Marketing**

ISO 9001 & 14001 features & function

* **Tally ERP** (Certification)
* **EEP (Environment Education Program)**
* **Software Handled – SAP** Tally ERP 9.0, MS Excel, R Studio, Anaconda(Python), Quick Books, Tableau, SQL, SAP FICO, NetSuite.
* **Introduction to Project Management** (Certification)
* **Corporate Finance Fundamentals –** CFI (Certification)
* **Financial Accounting Foundations –** LinkedIn ((Certification)
* **Introduction to SAP Basic – (Allison)**

**Personal Details**

**Marital Status**  : Married

**Date of Birth** : 30th May 1987

**Nationality** : Indian

**Gender** : Female

**Languages Known** : English, Hindi, Marathi and Tamil

**Declaration**

I hereby declare that the above information is true to the best of my knowledge and belief.

Place : Mumbai

Date : 21-09-2023Yours Sincerely, **(Sherley Paul)**