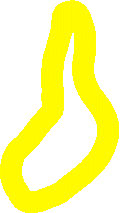
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| ***Sona Shalini M***  ***35 years, Female***  [***Sona.shln@gmail.com***](mailto:Sona.shln@gmail.com)  ***Contact: +91 9940255140*** |

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*Resume Digest*

* A Chartered Accountant and a graduate from Madras University with 15 years of experience (pre & post qualification) in Core accounting, Audit, Internal control, Tax audit, Stat audits and finalization of accounts
* Currently working with Standard Chartered Bank as Senior Manager.
* A resourceful and competent professional with ample experience in internal audit and accounts.



*Objective*



To expose myself to dynamic challenging scenarios, constantly shape my skill sets, learn from the experiences and thereby



contribute as an integral part to the environment around me

*Professional synopsis and skill set*

* **Expertise and sound knowledge in** internal audit under Peoplesoft GL & SAP environment.
* **Well acquainted with** computerized environment in finance and accounts. Conversant with accounting package, MS Office and internet.
* **Proactive professional**, able to take charge and manage operations in unprecedented situations.
* **Possess** goodcommunication, inter-personal skills and excellent multitasking and administrative ability; sharp analytical mind-set.
* **Operating Systems**: Windows XP / 2007 / 2010
* **Other Packages:** Tally, SAP, MS Word, Excel, Navision, Peoplesoft GL.

*Core Competencies*

* Responsible for delivery of global cost allocation
* Tax Audits
* Finalization of accounts
* Preparation of Financial Statements
* Statutory audits
* Internal process audit, review and control
* Core Accounting
* Management audit
* Preparation of audit reports

*Career summary*

|  |  |
| --- | --- |
| **Company and Designation** | **Job Profile** |
| **SCB GBS – P2P Service charges**  **Senior Manager**  **(Feb 2022 till date)** | * Contributing to Global cost monthly reporting by running the system (HPCM) allocation process for Actuals end to end effectively for both quarter and non-quarter months * Contributing to robust analytical review of processes and identifying opportunities for design improvement / reengineering * Preparing and advising the BSC cost (HOCCC) to the R2R & Decentralized countries for recharges on monthly basis * Presenting the HO CCC recharges pack with variance analysis to the RCFOs for advice approval and knowledge on HO CCC expectations for the reporting period * Contributed to preparing the Service catalogue which acts the base for the Service charges allocation process * Involved in restatement of actuals and restated the numbers of FY 2021 * End to end HPCM allocation run done for technical entities (parallel run) for the BPC data and provided the reconciliation too * Detailed review of cost allocating through exceptional management and updating the drivers for Services / cost centers after the process * Prepared / updated DOIs on several process for service charges * Prepared / updated Aris process maps for service charges and getting them registered in the production environment * Contributed to several A3 initiatives for strengthening controls, existing process improvement and highlighting challenge areas * Complete liaison with Digital MI team to publish the MI’s in tableau for both actuals and budget * Effectively manage ad-hoc queries, reporting requirements and issue resolution by applying critical thinking and problem-solving capabilities and engaging with stakeholders and relevant teams across P2P * Develop and maintain strong relationships with stakeholders across the Group including Businesses, Regions and Functions * Sufficiently develop both technical and SCB content knowledge to establish as an SME in the service charges space * Develop key people management skills and leverage domain expertise to assist in team development * Always uphold the values of the Group and ensure complete compliance with the Group code of Conduct and Social agenda of the organization |
| **SCB GFS – R2R controllership**  **Manager (Sept 2019 till date)** | * Handling end to end all 5 countries of West Africa; Areas of operation include implementation of Group query resolution (Front loading) * Full implementation of Internal Controllership model for West Africa and strengthening of the same * Development of Financial view and related entity reporting improvement. Improve financial regulatory reporting, financial control, escalation of all issues on a timely basis, support/ facilitate EORP compliance. * Trial balance review, performing Reasonableness analysis of all balance sheet items on monthly basis, High risk accounts review (cash, suspense, nostro), conducting Service Review Meetings with all the CFOs and Country financial controllers and sharing the MOM, preparing the Country Operational Risk Committee pack and sharing with the country, conducting the Functional Operational Risk Team Meeting to identify the risk areas, non-compliance of company policy and procedures, suggesting improvement measures and monitoring implementation of the same. * Supporting the Team in executing the BAU’s, Risk Committee updates, Co-ordinating with the country to provide inputs for TPGL and sharing knowledge in various other aspects. * Client journey – well managed. Good and positive feedback received from team mates as well as the country finance for the contribution provided in the cleanup activity of inactive accounts and also various other aspects. |
| **Indian register of Shipping (IRCLASS)**  **&**  **IRCLASS systems and solutions private limited (promoted by IRS)**  **Regional Manager – Accounts (South region), March 2015 till Sept 2019** | * Handling end to end finance operations for South regions covering Monthly reporting including Budget – variance analysis, preparing management reports such as analysis of profitability, MIS reporting – consolidated/ Project wise profitability report. * Heading cash flow management of south region – yearly & monthly fund management, cash flow forecasts. * Scrutinizing all transactions, authorizing as well as posting of all purchase entries for the region. Advised and actively involved in all purchase decisions as a Finance representative and in overall process improvements both CAPEX & Revenue expenses * Statutory Compliances in respect of GST, TDS, Professional tax, etc., of south region. * Reconciliation of bank statements, GST related (filing GSTR1 and GSTR3b), TDS (with 26AS), vendor balances & customer balances. TB scrutiny as part of year end closure requirement & assisting in finalization of accounts. by preparing schedules. * Involved in implementing & roll out of SOP’s in ERP application and accounting process for both companies. * Follow up, balance confirmation and recovery of the customers, provision for debtors, write offs, etc. of south region. * Review and maintenance of Fixed asset registers for south region. * Co-ordination with Auditors for successful completion of Internal and statutory audit. |
| **TVS Sundram Fasteners Limited,**  **Assistant Manager – Internal Audit,**  **November 2011 till March, 2014.** | * **Preparation of Fact sheet**: Audit planning and scheduling the scope and areas, reports (SAP) and documents required (as maintained by plant) and time to be taken for the same. * **Audits undertaken**: Conducted audits as an individual contributor for accounting, financial and procedural aspects of various business processes of the company (Indirect materials, Credit notes, Accounts payable, Stock at depot - in-house / overseas, Rejections, Inventory, Bought out tools, Freight & transport, etc.) * **Verification & Inventory**: of various documents like Quotations, Purchase order, Manual bills, security in / out register, debit / credit notes, Physical inventory sheets, stock statements – sub contract & in house, DA’s / DC’s, cheque register, service bills, etc. WIP & Finished goods Stock (Packed Quantity & Loose Quantity - production stock). * **ERP & Board reports:** Running the SAP reports i.e. stock abstract for a period & reviewing the entries updated in SAP by the production department and ensuring physical stock in line with the book stock. Contributed in preparation of reports to Audit committee and Board meeting. |
| **PS Subramania Iyer & Co., Chartered**  **Accountants**  **Article assistant, Feb 2008 – Oct 2011** | * **Accounting & Audit review:** Preparation of balance sheet and profit and loss account, preparation of schedules and annexures and finalization of accounts in compliance with Indian GAAP and Companies Act. Periodical Review, Tax audits & verification of invoices with respect to Fixed Asset Additions and also provide depreciation & capitalize in the Books. * **Reconciliations & Month end closing:** Bank reconciliation, reconciling the balance sheet items with action item to solve the open items, reconciliation of A/R with G/L and A/P with G/L. Review of profit and loss account and schedules as required by client for the final reporting, preparation of monthly basis. * **Taxation & Others:** Statutory compliance and Preparation of tax returns & e-filing of statutory forms for individuals as well as corporates with respect to Income tax Act. Team leader in handling staff / apprentices in stock audit & audit of accounts of various clients. * **Client servicing**: Understanding requirements and giving the output to clients at 100% accuracy with turnaround time, consistently maintaining service level agreements as per quality requirements. * **Achievements**: Documenting the SOPs for various audits from scratch. Appreciated by Firm partners for the same |

*Educational Qualifications*

**Professional & Academic Qualification**

* **CA Final,** May 2011
* **CS Inter,** June 2009
* **B.Com,** May 2008
* **CA PE II,** November 2007 (first attempt)
* **CA PE I,** May 2006 (first attempt)

**CA PE I,** May 2006 (first attempt)

*Personal details*

Date of Birth : 26th December, 1987

Languages Known : English, Tamil, Hindi

Location Preference : Chennai