Shiva Kumari

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Financial Analyst

Detail-oriented Financial Analyst with 1+ years of experience in financial planning, reporting, and vendor management using ERP systems like SAP and Oracle. Proven ability to streamline financial processes, ensure compliance with JSOX standards, and manage multiple projects with precision. Skilled at leveraging analytical insights to drive business improvements and effectively communicating complex financial data.

WORK EXPERIENCE

Johnson Controls • Gurgaon • 06/2025 - Present

Financial Analyst • Full-time

- Validate contracts and supporting documentation to ensure accuracy, compliance, and alignment with business and regulatory requirements.
- Manage end-to-end order booking in ERP (SAP/Oracle), including validation of PO/SO integration and adherence to SLA timelines.
- Track and publish key performance indicators (KPIs) on a weekly and monthly basis to support management reporting and performance reviews.

Sunstone Edtech Pvt Ltd • Gurgaon • 04/2024 - 05/2025

Accounts Payable Analyst • Full-time

- Processed vendor payments and employee reimbursements, ensuring compliance and documentation accuracy before disbursement.
- Maintained Open PO, Imprest, and Advance trackers to monitor spending and ensure timely settlements.
- Reduced pending vendor advance ageing by 30% through proactive follow-ups and cross-team coordination.
- Supported preparation of cost center-wise expense and payment reports for budget control and decision-making.
- Improved accuracy of cost center reporting, reducing manual errors and reconciliation time by 25%.

PredictRam • Delhi • 04/2023 - 06/2023

Financial Research Analyst • Internship

- Conducted in-depth financial analysis to support investment decisions and strategic planning.
- Assisted in preparing financial reports and executive presentations for stakeholders.
- Delivered actionable insights and recommendations through data-driven research to enhance business decision-making.

EDUCATION

MBA in Finance

Arihant Institute Of Business Management • Pune • 07/2022 - 07/2024

BCOM(Hons)

Patna University • Patna • 04/2015 - 05/2018

CERTIFICATIONS

Global Finance & Business Management Virtual Program • 05/2023

Forage

NISM Series V-A: Mutual Fund Distribution • 01/2023

SEBI Certified

Financial Modeling & Valuation • 01/2023
Udemy
Financial Analyst Training • 07/2022
Udemy
CA Foundation • 06/2016
Institute of Chartered Accountants of India

PROJECTS

Power BI Dashboard – Credit Card Usage in India

Personal Project
- Developed an interactive Power BI dashboard using real-world datasets (RBI & NPCI) to analyze trends in credit card usage across Indian demographics.
- Visualized key KPIs such as average monthly spend, transaction categories, credit limit utilization, and repayment behavior.
- Uncovered insights like income-wise spending patterns and popular merchant segments, simulating use cases for fintech strategy teams.
- Applied advanced DAX functions and slicers for drill-down analysis, improving storytelling for stakeholder presentations.

SKILLS

Financial & Analytical Skills: Budgeting & Forecasting, Cash flows Analysis, Cost Center Analysis, Financial Modeling, Financial Reporting, Variance Analysis

Analytics & Reporting: Google Sheets, Microsoft Excel (Pivot Tables, VLOOKUP, Macros), Power BI

ERP Systems: MS Dynamics, Oracle, SAP, Tally