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- ## CORE SKILLS AND LEADERSHIP COMPETENCIES

- ## PROFESSIONAL EXPERIENCE

## Financial Accountant

- Manager – Finance**

- Facilitated transfer of Data from Macola Accounting system to NetSuite Accounting System, prepared UAT Test cases for NetSuite upgrades and check accuracy of processes, Data and controls.
- Performed Month End Data review & analysis, Month End close Journal Entries. Department classifications, Department Allocations of Costs, Revenue recognition, Accruals, Inter-company reconciliations, Bank Reconciliations of US and Foreign bank accounts, Currency variances, Handling of Payroll and taxes for Germany, Belgium, UK and India offices.
- Prepared and maintained Project status reports, Depreciation, Prepaid schedules and documentation, Prepare and Review Purchase orders.
- Maintained complete and accurate project billing files in accordance with stated requirements, including close out of project billing files upon completion of projects, milestone billing.
- Provided support in the preparation of month-end financial reporting, A/R and A/P accounts reconciliations.

- Reconciled and maintained all inventory balance sheet and P&L accounts. Prepared budget Vs Actuals variance reports and adjustments as needed.
- Enhanced authorized approval procedures to better document and track activity in Accounts payable, Purchasing and Inventory areas.
- Highly focused, attention to detail in deadline-driven situation, Inter-departmental liaison. Multi-tasking talents in administration and organization.
- Managed a team of 8 Accounting members.

**05/08 – 03/16**

**Tethys Technology Inc., New York, NY**

**Controller – Finance**

- Responsible for preparation of monthly trial balances and financial statements and perform analytical analysis on P&L and Balance Sheet. Budgeting, Forecasting, Variance analysis, Job profitability report.
- Prepare month end close, including all journal entries and maintenance on all supporting schedules such as accrued liability, prepaid asset and depreciation schedules.
- Responsible for preparation and filing of Sales Tax Returns.
- Coordinate year-end audit with external auditors. Liaison with IRS, FINRA, Sales Tax Auditors.
- Developed policies and procedures to improve and maintain the effectiveness and efficiency of business office processes and internal controls and ensure compliance with GAAP and other rules, SOX Compliance.
- Preparation of FINRA, FOCUS Reports. Calculation of Net Capital
- Approve W2 and 1099 payroll for processing.
- Prepare and Review all Sales and Vendor Contracts. Liaison with Clients and Vendors
- Responsible for Set up of Various Exchange Permissions and their Compliance Guidelines and Report preparations.
- Responsible for cash management of the business including customer collections, vendor payments and general cash requirements.
- Interface with Share holders, banks and clients as required.
- Supervised a staff of five people.

**06/03 – 05/08**

**Sterling Eagle Mortgage, West Trenton, NJ**

**Controller – Finance**

- Prepare monthly trial balances and financial statements and perform analytical analysis on P&L and Balance Sheet. Responsible for Budgeting, Forecasting and performing variance analysis reports.
- Prepare month end close, including all journal entries and maintenance on all supporting schedules such as accrued liability, prepaid asset and depreciation schedules. Correct errors and inconsistencies, if any, in financial entries, documents, and reports.
- Coordinate year-end audit with external auditors.
- Developed policies and procedures to improve the effectiveness and efficiency of business office processes and internal controls and ensure compliance with GAAP and other rules.
- Coordinated and lead the entire phase of the project which included initial operations analysis, testing, training, conversions, customizations and documentation and implementation of modules.
- Prepare and Review all conduit Loan Funding, Loan Payoff's journal entries.
- Review all payables and receivables including loan servicing.
- Modify or create new accounting systems as required
- Supervised a staff of six people.

**01/02 – 06/03**

**Lotus Interworks Inc., Piscataway, NJ**

**Sr. Internal Auditor**

- Managed a team of five auditors and performed complex operational, compliance, financial, investigative audits & provided management advisory services.
- Audited financial operations which includes accounting, managing auxiliary operations, accounts payable, cash management, endowment and restricted funds management, financial reporting, fixed asset management and contracts reporting, payroll, purchasing.
- Managed the identification, evaluation and execution of the Company's risk and control (GRC) functions.
- Developed the Annual Audit Plan in conjunction with performing audits, operational reviews and consulting projects.

- Evaluated business processes - to include all internal control activities, management practices, financial reporting and external auditing procedures and work with the business units to identify and mitigate significant risk areas.
- Reviewed the performance of audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting the Company's processes and procedures.
- Negotiate recommendations and action plans to ensure findings are corrected in the most efficient and effective manner - by prioritizing risks as to their potential impact on the financial soundness and goals of the Company.
- Assisted with hiring, training and evaluating staff; which includes leading the staff in all phases of Internal Audit operations and projects.
- Represents the Internal Audit department at management and board meetings and with external organizations.

**06/01 – 01/02                                      Verizon Telecommunications, Princeton, NJ                                      Sr. Analyst (Accounts Payable)**

- Served as liaison coordinating the different business units of the company in different states
- Solved the problems faced by the editors, vendors, employee's
- Discovered and Corrected problems regarding payments, foreign wires, contracts
- Referenced company's policies and guidelines to ensure compliance, recommended system improvements based on policies and procedures to affiliated management.
- Completed special projects as and when assigned.

**05/96 – 06/01                                      Pinnacle Systems Inc, Piscataway, NJ                                      Sr. Staff Accountant**

- Responsible for Accounts of more than 125 Computer Consultants.
- Prepared and presented Special Reports to President.
- Generated reports for payroll, A/R, A/Ps, financial statements, year-end closings and bonuses.
- Involved in the Forecasting/ Budgeting process. Comparison between the estimates and the actual.
- Tracked record of the Revenue Cycle for other branches.
- Prepared schedules of Company Salaries / Benefits / Bonuses
- Coordinated with Marketing Managers to create Project budgets.
- Determined Cost of Projects.

**1991 – 03/96                                      Videocon International Ltd., Bombay, India                                      Sr. Accountant**

- Frequently visited branches of other states on Special Supervision/Auditing duty.
- Managed Fixed Assets Accounts and Costing.
- Preparation of annual Budgets and Sales Forecasts.
- Checked the monthly sales of the branches.
- Designed reports comparing relative performance of our different servicing platforms.
- Handled the taxation and auditing of the company.
- Preparation of P\L, General Ledger, Balance Sheet, Payroll etc.
- Handling of Foreign Exchange related accounts.

**EDUCATION:**

1. Master's Degree in Accounting and Finance Management, Bombay University, India. 1993.
2. Bachelor's in Accounting & Finance Management, Bombay, India. 1991.
3. Chartered Accountant (C.A) Mumbai India
4. Diploma in Computer Programming, Bombay, India.
5. Completed Computer Programming in C++ Course from Mercer College, NJ, 2000.