

SHEFALI KHURANA

Flat # 102, R.K. Apartments
+918130359000
Sec - 23 Palam Vihar
+919050500015
Gurgaon, Haryana E-mail:
Shefali.abs@gmail.com

Career Objective

Achieving excellence through efficiency, diligence and integrity of pro-active team oriented approach in a responsible and challenging position; seeking opportunity for growth in a competitive environment using experience and interpersonal skill, facilitating growth for me as an individual and adding value to the organization.

Summary of Skills and Experiences

- Strong understanding and experience in:-
 - Balance sheet Reconciliations & Month End Accounting.
 - General Accounting & GL Reporting.
 - Posses' knowledge of Book keeping, BRS/ AP/ AR.
- Assisted with annual audit processes by gathering supporting audit evidence and responding to auditor queries. Responsible for preparing and sending weekly and bi-monthly reports to client.
- A Dynamic Team player with ability to oversee daily operations, improve work flow, efficiency, accuracy and to build and sustain positive work environment that fosters team spirit and performance.
- Part of the Quality Team for performing the Quality Check and presenting the accuracy reports to the customer.

Professional Experience

1. EXL Service.Com (India) Pvt. Ltd.

(24th Jun'13-Till date)

Working as a Senior **Financial Analyst** in Bank Reconciliation Team where my responsibilities are:-

Reconciliations profile:-

- Handling Reconciliations for different bank account like NAB (National Australian Bank, Australia), UOB (United Overseas Bank, Singapore) and HSBC, Hong Kong & Suspense Account Reconciliation and activities related month end closing.
- We extract the bank statements from bank sites and then circulate it to the different teams, then upload bank statement in our reconciliation tool (Black line) and GL will upload directly from GL tool called Net suite, we extract the Reconciliation exhibits from Black line and start working on reconciliations.

- Clearances of open items in bank accounts which involves Co-ordination with various process areas/departments for the clearance details.
- Regular follow up of open entries and escalating the issue to higher authorities in order to get the clearance and avoid slippage of bank accounts
- Establishing accurate supports and processing accounting journals in Net suite General Ledger. E.g. Bank charges and other clearance entries in bank accounts.
- Reconciliation and preparation of SL & Suspense accounts and also prepare the SL supports for various Account of different market, and passing the clearance MJE in GL for open items in suspense/SL accounts.

Reporting Activities:-

- **Provide financial information which includes P&L reporting to management** by assembling and summarizing data from team; preparing AP reports on weekly basis.
- Coordinating with team for information requirements by management like QFF (Quality feedback form), Account having observation details as an when required.
- GL Reporting for **JAPA** markets wherein we extract the cost centre detailed reports from Oracle in Excel format as per the management requirements and send to market on monthly basis.
- Consolidation and reporting of open items data to the management on monthly basis.

Month End Activities:-

- **Actively engaged in month end closing activities to record every transaction in books of account with in the same month**, in which it occurs, for maintaining them in good status and also actively engaged in adhoc activities during **month end**.
- **Keep the track of each manual journal entry during month end, whether all are posted successfully in oracle or not.**

2. GENPACT - (Previously known as GE India) 2011- 12th Feb 2013)

(14th Nov

Worked as a process developer in client accounting (billing) team to perform following responsibilities:-

- Handling most critical clients of Ogilvy Client Accounting Process on SAP (Systems Applications and Products)
- DMR Review, Creation of Performa Invoices, Live Invoices, Sales Orders, Dispatch of Invoices to the client.
- Part of the Quality Team for performing the Quality Check and presenting the accuracy reports to the customer.

- Creation of charges, AR Posting of Cash Receipts, Special billings and Tenant Ledger Reconciliations including Adjustments and Write-offs. Reconciliation of the AR Deliverable Report out.

3. Intelenet Global Services 24th May'11)

(10th May'10-

Worked as senior process Executive in Bank reconciliation Team in Finance and Accounts Process which includes:-

- Dealing with international banks like NatWest, RBS, HSBC, Nordea, etc
- Reconciling Bank statement with cashbook of a company on a daily basis.
- Sending mails for the resolution on the entries which do not match in at the time of reconciliation
- Working on a different project on the basis of process requirement for example:-Chasing the property manager for Missing invoices for year end Team to make Accounts.

PROFESSIONAL QUALIFICATION

Completed M.B.A. program from Amity Business School in Finance & Marketing (2007-2009).

Academic Qualification

- B.Com (Hons) from M.D.University Rohtak in 2007
- 10+2 from C.B.S.E. in 2004
- 10th from C.B.S.E. in 2002

Computer Knowledge

- Proficient in Computer operations : MS Excel, MS Word & MS PowerPoint.
- Knowledge of third party tools such as Citrix and Trust 3000
- Tally
- Oracle

Strengths

- Hardworking, Optimistic, Disciplined, Confident & Goal Oriented.

Area of interest

- Driving, Visiting new places, Interacting with People

PERSONAL VITAE

Name	Shefali Khurana
Date of Birth	26th Sep, 1986
Husband's Name	Mr. Sahil Sharma
Nationality	Indian
Sex	Female
Languages Known	English, Hindi

Marital Status

Married

Date

Place

Shefali Khurana