

CURRICULUM VITAE

SHIKHA CHAND



Current Address

Unit 0628, Floor 6th
Somerset Grand Citra
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Mega Kunigan
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Permeant Address

G.P.O. Box 19498
Suva
Fiji Islands

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KEY EXPERTISE

- ◆ Managerial Accounting
- ◆ Financial Account
- ◆ Taxation& Banking
- ◆ Legislation & Regulation
- ◆ Forecasting & Cash flow
- ◆ Budgeting & Analysis
- ◆ Negotiations & Reporting
- ◆ Bookkeeping & Calculations
- ◆ Information System
- ◆ Insurance & Assurance
- ◆ Auditing & Compliance
- ◆ Financial & Strategic Planning
- ◆ Mergers & Acquisitions
- ◆ Crisis management& Problem Solving
- ◆ Business law
- ◆ Auditing principles and practices

PROFESSIONAL EXPERIENCE – 13+ YEARS

- ◆ **POSITION : Chief Financial Officer**
(2007 - 2013)

Quality Print Limited
Suva
Fiji Islands

RESPONSIBILITIES

All fiduciary duties of the company as well as human resources, risk management, information technology, operations and manufacturing of design. Increased profits of company 200% in 5years by implementing budgets, implementing new way of accounting and IT system, cutting overhead, eliminating waste and negotiating new terms with vendors and debtors. Supervised department of 30.responsible for financial reporting to owners and capital investors, cash management and forecasting, implemented policies and procedures companywide to increase ROI. Product costing and job costing. Due diligence associated with sales of printing in PNG. Banking operations, lines of credit, and credit and collections policies. Liaised with accountants for year end and tax reporting. Evaluated risk management solutions. Human resources including benefits and plan administration. Responsible for consolidated financials, international financials and commissions. Integral part of management team. Supervised implementation of new accounting software company wide that reduced billing turnaround, increasing of cash flow. Worked directly with the owner of this company. Responsible for computing commissions, payroll, preparing budgets and financial statement as well as tax returns. Managed day to day operations.

◆ **POSITION : Management Accountant** (2002 - 2007)

Pacific Printery Limited
Suva
Fiji Islands

RESPONSIBILITIES

Data entries- check list- bank reconciliation – creditors reconciliation – debtors reconciliation – insurance cover – lodgement of VAT/FNPF/PAYE – preparing cheques – auditing of companies – balancing daily stock and cash after the end of the day's accounts- preparing of weekly and monthly reports in MS Excel – interpersonal skills and cross functional within the organization – profit and loss accounts of a company – balance sheet – final accounts of the company – lodgement of accounts with bank and Inland revenue.

SKILLS & COMPETENCY

- ◆ Outstanding managerial, organizational and leadership skills
- ◆ Good verbal and written interpersonal and communication skills
- ◆ Proficient in up to date accounting software and other computer software (Microsoft Access, Outlook, Word, PowerPoint, excel, excel macro, quick book pro, Quick book premier, e-account, MYOB & ACCPAC)
- ◆ Quick learner, team player, business acumen, highly knowledgeable, international & interstellar
- ◆ Professionalism, Time management and reporting skills

ACADEMIC QUALIFICATIONS & ACHIEVEMENTS

- ◆ **Currently doing freelancing on Odesk**
- ◆ **Masters of International business management - 2014**
Barkley University

- ◆ **Bachelor of Business Administrative (BBA) – 2007**
Barkley University
 - Excellency – (Accounting project)
 - Distinction – (Taxation)
- ◆ **Advance Diploma in Business Administrative – 2004**
Boxhill institute of TAFE, Australia
- ◆ **Fiji Seventh Form Examination - 1999**
Rishikul Sanatan College, Fiji Islands
- ◆ **Completed Fiji Sixth Form Examination – 1998**
Rishikul Sanatan College, Fiji Islands

EXTRA CURRICULAR ACTIVITIES

- ◆ Represented Secondary school under 17 and under 19 net ball from 1994 – 1998 for Rishikul Sanatan College
- ◆ Represented Secondary school under 17 women soccer from 1996 – 1998 for Rishikul Sanatan College
- ◆ Elected a head girl in 1999
- ◆ Elected a deputy head girl 1998
- ◆ Elected a school prefect in 1997
- ◆ Elected a form captain in 1996
- ◆ Elected a form captain in 1995
- ◆ Participated in Australia mathematics competition from 1995 – 1998.
- ◆ Participated in quiz competition from 1995 – 1998

PERSONAL

- ◆ Born on 07th November 1982, Female, Married, Fijian. Studied at Rishikul Sanatan College, Suva, Fiji Islands
- ◆ Languages: Nepali, Fijian, Hindi, English
- ◆ Hobbies: Meeting people, making friends, love to visit places throughout the world, love playing squash and tennis, cooking, watching movies, TV series, reading story books, horse riding, car race, writing poems and taking interest in creating new ideas and thing

REFEREES

Dewan Chand Maharaj

Managing Director
Quality Print Limited
Walubay
Suva
Fiji Islands

Francis Ben Chung

Managing Director
Pacific Printery Limited
Suva
Fiji Islands

I hereby certify that the information given above is accurate to the best of my knowledge.

Shikha Chand

Date: 7 May 2018

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