

SUMMARY

Finance professional with 3+ years of experience driving accurate and efficient financial reporting. Proven track record in financial analysis, month-end closing (reduced closing time by 20%) and bank reconciliations. Highly skilled in SAP Financials, and custom-made Finance software. Possesses strong communication skills, effectively presenting complex data to both finance and non-finance audiences (increased marketing budget allocation by 15%). Seeking SAP Finance role within a fast-paced tech company to leverage expertise and contribute to strategic decision-making.

WORK EXPERIENCE / INTERNSHIP

Commercial Administrator

Wilson James London

March 2024 -Present

- **Streamlined Accounts Payable:** Implemented efficient processes to ensure timely and accurate preparation of accounts payable in accordance with month-end deadlines.
- **Automated Reporting:** Developed automated reports for weekly transport and storage accounts, enhancing visibility and reducing manual effort.
- **Enhanced Client Communication:** Provided exceptional support by promptly responding to queries from the commercial team and ELCC clients, exceeding satisfaction benchmarks.
- **Improved Financial Analysis:** Prepared and analyzed monthly variance reports, identifying and resolving discrepancies to optimize financial performance.
- **Project Onboarding Specialist:** Established efficient procedures for contract set-up for new projects and onboarding new clients/business accounts, ensuring smooth integration.
- **Data-Driven Approach:** Utilized advanced Excel skills and data analytics expertise to generate valuable insights and optimize workflows. Leveraging advanced Excel functions and proficiency in Power BI.
- **SAP Proficiency:** Successfully utilized SAP to streamline tasks and enhance data management in FICO.
- **Thrives in a Fast-Paced Environment:** Demonstrated ability to work efficiently and maintain accuracy under pressure.
- **Proactive & Results-Oriented:** Possesses a proactive and results-oriented approach, consistently seeking opportunities to improve processes and contribute to the team's success.

SAP Finance Associate

Accountia

March 2022 to November 2022

- **General ledger:** Creation of GL Master, Editing GL master, Posting transactions, Display ledger balances, Line item display, Custom layout for GL display, Holding and Parking of Documents.
- **Accounts payable:** Configurations of Vendor Groups, Creation of Vendor Master, Posting of Purchase Transactions and Purchase return, Processing of outgoing Payments and clearing of open items, Vendor advance processing, Printing vendor correspondence, Display vendor account balances, Sundry creditors balance. Credit terms settings
- **Accounts Receivable:** Configuration of customer groups, Creation of customer masters, Posting of sales transaction and sales return, Processing of incoming payments and clearing of open items, Customer advance processing, Dunning and printing customer correspondence, Display customer account balances, Sundry debtor's balances. Bill of Exchange
- **Asset Accounting:** Configuration of Asset Master, posting of transaction, Acquisition, Disposal, Scraping and transfer of assets, AUC (Asset Under Construction), Reports of overall assets overview and analysis. Depreciation- Configuration of Depreciation methods

- **Financial Statements:** Configuration of P&L and Balance Sheet, Displaying various financial and accounting statements.
- **Controlling:** Setting controlling areas, Define cost element and cost centers, Reposting and planning of costs, Overhead assessment and Internal orders, Profit center accounting.

ACCOUNTANT and OFFICE ADMINISTRATOR

Universal Agencies (Mattress Manufacturing Company) India

January 2021 to January 2023

- Managed sales invoices, income, receipts, and payments efficiently.
- Generated income and transaction statements for review.
- Maintained confidential, up-to-date records.
- Reconciled client financial statements with bank records accurately.
- Ensured compliance of financial documents with applicable laws and regulations.
- Prepared and managed various financial reports.
- Filed tax returns promptly and accurately.
- Provided recommendations for optimizing financial operations and identifying areas for improvement.
- Advised on strategies for cost reduction, revenue enhancement, and profit maximization.
- Conducted forecasting and risk analysis assessments for informed decision-making.

SAP FI SKILLS

- General Ledger, Accounts Payable, Accounts Receivable.
- SAP FI-GL, SAP FI-AP, SAP FI-AR, SAP CO-PA
- Automatic Payment Program (APP), Order to Cash (O2C) Procure to Pay (P2P)
- Integration with SD - MM module, Configuring data on development client
- ERP, Documentation, Production Management, Data analysis, Business process, Information Technology, Data Administration.

ACADEMIC QUALIFICATIONS

- **MSc. Business with International Management**
Northumbria University London Campus (January 2023 – January 2024)
- **Bachelor of Commerce (Hons.)**
IGNOU University (June 2019)
- **SAP FICO Consultant**
Accountia (January 2017 - April 2018)

CERTIFICATIONS

- **SAP Finance** - Consultant & End-user Level
- **Diploma in International Financial Accounting**
Sage50, Quick Books, Xero, Peachtree
- **Office Administrator**
Microsoft 365, Microsoft Excel, Word, Outlook, Powerpoint, Power BI

STRENGTHS & SKILLS

- Proficient in Finance and Accounting procedures.
- Fast learner with quick decision-making skills, Ability to perform under pressure and meet deadlines.
- Committed and diligent worker with strong negotiation and persuasion skills.
- Strong attention to detail, adept at problem-solving, with excellent interpersonal, Data Visualisation and communication abilities.