

PERSONAL SUMMARY

A Results-driven accounting and finance professional with comprehensive experience in financial management, IFRS compliance, forecasting, and process optimization. Adept at financial planning, budgeting, forecasting, and management reporting. Skilled in reconciliations, credit control, regulatory compliance and supporting executive decision-making with accurate financial reporting. Proficient in harnessing technology to streamline financial processes enhancing overall business performance.

PROFESSIONAL SKILLS

- ❖ Financial Expertise: Financial Analysis, Budget Planning, Forecasting, Management Accounting, Account Reconciliation, Financial Reporting, Credit Control, Payroll Management
- ❖ Data Analytics & Technology: Power BI, SQL, VBA (Macros)
- ❖ Software Proficiency: Microsoft Excel (Advanced), PowerPoint, Word, Xero

PROFESSIONAL CERTIFICATIONS

- ❖ ACCA Part Qualified – Completed 10 Papers
- ❖ SAP S/4 HANA (SAP FICO)
- ❖ Market Concepts – Bloomberg
- Robotics in Finance - ACCA
- IFRS Learning and Assessment Programme – ICAEW
- Cyber Security: The Role of Financial Leaders – ACCA

WORK EXPERIENCE

Kingdom Healthcare Services Limited | U.K.

Finance Officer | July 2022 – April 2025

- ❖ **Debt Management & Cash Flow Improvement:** Successfully reduced outstanding debt from £450,000 to £25,000 (94% reduction), significantly improving cash flow and financial stability.
- ❖ **Month End Activities:** Led month-end journals and adjustments, including accruals, prepayments, and expense allocations while improving accuracy and efficiency.
- ❖ **MI Reporting & Compliance** Prepared MI reports and performed balance sheet reconciliations, investigating discrepancies and ensuring compliance with IFRS and UK GAAP.
- ❖ **Managing Sales & Purchase Ledgers:** Maintained accurate sales and purchase ledgers, including timely postings, account reconciliations, and resolved discrepancies to ensure up-to-date financial records.
- ❖ **Strategic Cost Control & Profitability:** Led cost control initiatives that resulted in a 20% reduction in operational expenses through detailed financial analysis.
- ❖ **Audit, Risk & Regulatory Compliance:** Spearheaded audit preparations, collaborated with external auditors, and reinforced internal controls to mitigate financial risks.
- ❖ **Budgeting & Forecasting :** Led budgeting processes, performed variance analysis, forecasted future financial performance, and managed cash flow.
- ❖ **Team Leadership:** Led a team of three finance professionals, setting clear KPIs to drive performance, enhance efficiency, and ensure timely and accurate reporting.
- ❖ **Process Optimization & Efficiency:** Automated financial reporting processes, reducing report preparation time by 25%, leading to improved decision-making.

## **Bradford Manufacturing Solutions Ltd. | U.K.**

*Finance Intern | Jan 2022 – June 2022*

- ❖ Assisted in expense monitoring, invoice processing, and bank reconciliations, while contributing to audit preparations by verifying data and preparing documentation.
- ❖ Managed cash allocation and transaction coding of financial transactions by collaborating with finance team to improve reporting accuracy and efficiency.
- ❖ Supported various financial operations, ensuring accuracy and compliance.

## **Vanca Fashions Private Limited | India**

*Accounts Executive | Apr 2017 – July 2020*

- ❖ **Month-End Close Activities:** Assisted in month-end close processes and journal entries ensuring all financial data was accurate and reported on time.
- ❖ **Accounts Payable & Receivable Management:** Managed accounts payable and receivable, ensuring timely reconciliations and error-free transactions.
- ❖ **Variance Analysis:** Conducted variance analysis to track financial performance and provided actionable insights to improve financial performance.
- ❖ **Management Accounts Preparation:** Managed the preparation and analysis of management accounts, including profit and loss statements, balance sheets, and cash flow reports.
- ❖ **Budgeting & Forecasting:** Assisted with the preparation of annual budgets and forecasts.
- ❖ **Fraud Prevention & Payment Control:** Developed and implemented fraud prevention measures, strengthening payment controls, and reducing financial risks.

## **S S Kothari Mehta & Co. | India**

*Article Assistant | May 2014 – March 2017*

Gained comprehensive experience in internal, statutory and financial auditing, compliance with tax laws and industry regulations, filed TDS returns and evaluated internal financial controls, identified inefficiencies and recommended improvements to reduce financial risks.

## **EDUCATIONAL BACKGROUND**

### **Master of Science (MSc): Accounting and Finance**

*University of Aberdeen, Scotland, U.K. | Jan 2021 – Feb 2022*

### **Bachelor of Commerce: Accounting and Finance**

*Delhi University, India | Aug 2010 – March 2014*

## **BEHAVIOURAL SKILLS**

- |                |             |                   |                       |              |
|----------------|-------------|-------------------|-----------------------|--------------|
| ● Adaptability | ● Team Work | ● Communication   | ● Analytical Thinking | ● Integrity  |
| ● Leadership   | ● Empathy   | ● Problem Solving | ● Critical Thinking   | ● Work Ethic |

## **CO-CURRICULAR AND EXTRACURRICULAR SKILLS**

- ❖ Competed in the England Badminton League and served as Vice-Captain of the Aberdeen University Badminton team.
- ❖ Promoted financial literacy, community development, and sustainability initiatives.