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Summary

I am an analyst with over a decade of experience in risk management, financial planning, accounting, and finance analysis. My expertise lies in analyzing business and financial data, creating financial models, and developing financial plans and reports to support organizational decision-making.

I have experience in analytical and organizational roles, such as conducting industry trend analysis and managing capital expenditures at Advance Auto Parts. At Jumbo North, I oversaw risk management and insurance budgets. And at Sintex Plastics, I managed material imports and raised funds according to business requirements.

I am a results-driven professional who thrives in a fast-paced environment and enjoys collaborating with cross-functional teams to achieve organizational goals.

Experience



Accounting Bookkeeper

People's Church of Dover

May 2023 - Present (3 months)

Financial data entry, account reconciliation, and financial reporting

Processing payables and deposits

Processing payroll and quarterly tax payments

Management of database



Bookkeeper

MID-COUNTY SENIOR CENTER CORPORATION

Apr 2023 - Present (4 months)

Maintain our financial records, including purchases, sales, receipts, payments, and payroll updating from our payroll company.

Create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable, and manage invoices and tax payments.

Accurately record all day-to-day financial transactions of the company.



Analyst

Advance Auto Parts

Sep 2022 - Feb 2023 (6 months)

Analyses business and financial data.

Creates financial models based on analyses to support organizational decision-making.

Develops financial plans and reports for organizational leaders.

Analyzes industry trends and makes recommendations based on those trends.

Evaluates capital expenditures and depreciation.

Develops automated reporting and forecasting tools for more efficient use of data.

I am responsible for other related duties that were assigned.



Risk Controller

Jumbo North (East Africa) Ltd

Feb 2016 - Feb 2020 (4 years 1 month)

Prepare risk management and insurance budgets and allocate claim costs and premiums to departments and divisions.

Assist in the review of major contracts, proposed facilities, and new program activities for loss and insurance implications.

In cooperation with General Counsel, maintain control over the claims process to ensure that claims are settled fairly, consistently, and in the entity's best interest.

Provide information necessary for the risk manager to review and identify loss exposures.

Make risk-avoiding adjustments to current methods of operation to minimize future risks.

Prepare a risk-management budget.

Banking Reconciliation, Accounts Payable/Accounts Receivable

Manage company insurance policies

Ensure the monthly reconciliation of all ledgers and sub-ledgers.

Monthly ensure the general ledger is reconciled.

Monthly conduct balance sheet reconciliation.

Keep track of statutory payments such as VAT, PAYE, NHIF, NSSF, and other payments. Every month monitor and track debtors to ensure they are consistent with contract conditions.

Ensure that debtors are monitored and collections are consistent with set company time frames.

Monthly, reconcile gross wages, group tax, payroll tax, and workers' compensation against the general ledger for review by Directors.

Look over and maintain accounts and financials for sister companies (Heema Steel and Hardware Limited and Aryan Automation).



Finance Accounting Manager

Sintex BAPL Limited

May 2013 - Feb 2016 (2 years 10 months)

Prepare and maintain Buyer's Credit

Maintain Un-Hatched Foreign Exchange as per requirement

Deciding the financial needs

Bank Reconciliation & Financial Planning , Auditing

Preparation and finalization of Financial Contracts

Keep track of statutory payments such as VAT, TDS & Service Tax and pay them within the timeline.

Providing insight into the financial health of the organization.

Looking for cost reduction opportunities.

Standby and Operating Letter of Credit preparation and Discounting

Support project analysis, validation of plans, and ad-hoc requests.

Manage the Import of required materials and communicate for the same with respective parties.

Preparation of financial reports on a Quarterly as well as Annual basis.

Verify and Finalize contract payment terms.

Raising and Allocating Funds as per business requirements.

Working Capital Management.

Preparation of Financial Plans at the time of company promotion.

Ensure compliance with accounting policies and regulatory requirements.

Education



University of the Cumberlands

Master of Science - MS, Finance, General

Aug 2022 - May 2024



Gujarat University

Bachelor's degree, Accounting

Jun 2005 - Apr 2008

Licenses & Certifications



Verified International Academic Qualifications - World Education Services

Skills

Cash Flow • Negotiation • QuickBooks Online • Balance Sheets • Community Outreach • Finalization of Accounts • QuickBooks • Budgeting • Nonprofit Organizations • Agile Methodologies