

Objective

To obtain a position as a Financial Reporting Analyst to leverage 4 years of experience in financial analysis, reporting, budgeting, and accounting to excel in professional growth and drive business objective.

Contact



7715904964



mistry.shivani22@gmail.com



www.linkedin.com/in/shivani-mistry-05b711206

Education

• June- 2024

Master's Degree in Business Administration (MBA in Finance)

NMIMS University

• June- 2021

B.com(Accounting & Finance)

Mumbai University - M.L Dahanukar College

9.78 CGPI

• March-2018

HSC Commerce
Mumbai University- M.L Dahanukar College

86.46%

Certification

2023-24

Data analytics using Microsoft Power BI & LinkedIn Certifications

2020

Tally ERP 9

2019

Advance Excel

Shivani Mistry

Financial Reporting & Analysis

As a Master of Accounting and Finance with more than 4 years of experience working as a finance reporting analyst, I have honed my analytical abilities and sharpened my attention to detail. Demonstrated ability to successfully manage financial operations and promote process enhancements. Competent in communication, financial reporting, and the Microsoft Office suite. Skilled in strategic budgeting I thrive on driving financial performance and accuracy.

Work Experience

○ June 2021- Present

Asian Paints India Pvt. Ltd, Mumbai

Executive II – Corporate Finance (Oct'23- present)

P&L Accounting & Compliance:

- Preparation & Analyzing standalone P&L reporting for APIL to identify key profitability drivers.
- Managing the monthly provision activities at PAN India level.
- Overseeing accounting activities, such as creating and comparing monthly and quarterly financial data and division-by-division P&L reports.
- Monitor lease agreements and ensure accurate lease accounting treatment.
- Doing Variance analysis of multiple GL codes in trial balance on monthly basis.
- Preparation & Review of NSSO reporting for Schedule F- Other expense, Current & Non Current Assets & Liabilities.
- Examining revenue analysis to find and clarify patterns, disparities, and areas that could use improvement.
- Supporting external audit processes, providing accurate documentation, and addressing inquiries in a timely manner.
- Working towards process automation and reduced manual involvement to expedite the delivery of financial reports through SAP BW, Power BI and External software's.

Fixed Assets Compliance:

- Monitoring & Accounting entire Capitalization for capex projects as per Accounting Standard.
- Effective coordination with Plant Managers regarding capex funding & doing Plant visits.
- Conducting physical verification of an asset for PAN India level depots & Plants.
- Managing accuracy in Asset Sale & Retirement accounting as per compliance with accounting standards and regulations.
- Ensure accuracy in depreciation accounting.
- Lead IT initiative to automate Asset disposal & Sales accounting process.

Executive I – Corporate Finance (Jun'21- Oct'23)

Quality Assurance:

- Ensuring the prompt development and distribution of quality assurance reports pertaining to TDS and GST compliance.
- GST interest calculation & payment as per Income Tax.
- Preserving accounting hygienic practices in connection with bank reconciliation, vendor balance, GST reconciliation, open GR, open PO, and MSME Vendors related activities while complying to regulations.
- Managing vendor payment runs, including seamless payments for joint ventures and APIL in a timely basis.
- In SAP, Oversaw process automation projects for Hundi Payments, factoring, compliance reports, and testing on the SAC and Datasphere platforms, guaranteeing 98% accuracy and time savings.

Computer Proficiency

- SAP FICO
- Advance Excel
- MS Office applications
- Power BI/ Power Query
- Ind AS Accounting

Soft skills

- Data Analysis & Reporting
- Organization & prioritization skill
- Problem Solving & Critical thinking
- Communication skills
- Creative Zeal
- People Management & Trust building

Language

- English
- Hindi
- Marathi
- Gujarati

Accounts Payable:

- Proficient in processing PO and Non-PO transactions using MIRO and Fb60.
- Handling Advance, Retention, and Retention Release entries with F-54, F-43, and F-44 T-codes. Managing GST and TDS corrections using SAP T codes.
- Team management; including MIS preparations, team member activities, and invoice processing targets.
- External stakeholders management by conducting weekly meetings with the commercial managers to address issues and communicate process changes.
- Preparation of PPR Payment performance report & ensuring PPR & SLA and other vendor promises are in line with industrial standards.
- Contributing in automations of Digital & Touchless Invoice processing in SAP and other platforms, OCR technology development in Invoice flow.

Awards/Recognitions

- 4 Recognition on the Spot (ROTS) given by Asian Paints Pvt ltd for my significant contribution towards Year end closure, Control testing of Tertiary Freight & CHA automations, MSME activity at quarter end.
- Being Awarded as the top performer of the month (GEM Winner) 8 times and 5 times as runner-up by Asian Paints Ltd.
- “Top 5 ranker” in FY B.com (Accounting & Finance) & Sem “V” rank holder along Subject topper in Academic year.
- Certificate of Elocution Competition “H-WARD”& Certificate of Merit in Science Exhibition “H-WARD”.