

Gayathri Srivatsan

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Financial Accountant

SUMMARY

Detail-oriented and motivated Accountant with a strong foundation in finance and accounting principles. Possessing a MBA Finance degree and actively pursuing professional certification (US CMA) to enhance expertise in financial management. Demonstrated knowledge in documenting financial transactions, credit analysis, and maintaining accurate records. Proven ability to handle cash, perform reconciliations, and update accounts receivable and payable. Committed to ensuring compliance with regulations and identifying opportunities for process improvement. Strong analytical and problem-solving skills, coupled with effective communication and time management abilities.

CORE SKILLS

Financial Accounting | Financial Analysis | Accounting Principles | Compliance | Bank Reconciliations | Accounts payables and Receivables | VAT Reporting | Month End & Year End closing process | Documentation | Invoices | Record to Reporting | MS Office |

FUNCTIONAL SKILLS

Leadership abilities | Team player | Communication | Ethics and Integrity | Time management | Organizational skills | Critical thinking | Analytical & Problem-solving | Continuous Learning | Attention to detail | Flexible and Adaptable | MS Office | Proactive |

EDUCATION

CMA - USA (Pursuing)	Feb '23 - Jan '24
Institute of Management Accountants	
MBA (Finance)	Jan '21 - Jan '23
Liverpool John Moores University	
Post Graduate Program in Management	Jan '21 - Dec '21
Institute of Management Technology (IMT, Ghaziabad)	
Post Graduate Diploma in Montessori	Jan '20 - Dec '20
International Montessori Teachers Training Institute	
Bachelor of Commerce	Jun '00 - Apr '03
Meenakshi College for Women (Madras University)	Chennai, India

KEY ACADEMIC PROJECTS - MBA FINANCE

Credit Risk Assessment in the Indian Banking Sector	Oct '22
Patanjali Ayurved - Valuation of products	Dec '21
New Heritage Doll Company - To compute the cash flows and compare the performance of two projects	Apr '21

SEMINARS

Finance Excellence and Leadership Summit	May '23
Explored various topics such as Leadership in 21st century, The future of Finance, UAE Corporate Tax, and Data story telling	Dubai
MBA Finance Workshops	Mar '23
Attended various workshops on Futuring, Management Knowledge Transfer Partnerships, Importance of sustainability for business success, and complexity of making decisions in consumption settings	Liverpool

Certifications

Internal Audit Analyst Virtual Experience Program	Jun '23
JP Morgan & Chase	
Commercial Banking Virtual Experience Program	Jan '23
JP Morgan & Chase	
Value Added Tax (VAT)	Dec '22
Udemy	

PROFESSIONAL EXPERIENCE

Learning Support Assistant

Oct '21 - Jun '22

The Indian Academy

Dubai, UAE

- Joined the Inclusion team of 8 members to ease the kindergarten students with learning difficulties
- Committed, proactive, and energetic in leading a class of 20 children to be confident and independent

Kindergarten Teacher

Apr '17 - Nov '18

Bharatiya Vidya Bhavan

Al Ain, UAE

- Developed age-appropriate lesson plans, social skills through guided activities for the students learning
- Involved with a diversified team of 50 members including admin, accounts, and other staff to build in effective team rapport

Accountant

Nov '11 - Sep '12

Envicon Emirates

Al Ain, UAE

- Scrutinized minimum 100 vendor invoices every month and matched with POs for accurate vendor payments and entry in the books of accounts
- Prepared monthly staff payroll and prepared MIS to ensure timely salary credit for 500 employees
- Headed building materials inventory records every 30 days to track the stock level and manage costs
- Supported the Finance Manager in implementing robust financial engagement strategies
- Presented detailed financial statement analysis every quarter for the audit purpose
- Assured accurate and timely internal control implementation and process improvement
- Managed cash handling, reconciliations, receivables, payables, and quarterly and annual closing of accounts with 95% accuracy
- Kept abreast of new regulations, identified their applicability and impact on the organization, and suggested safeguards

Accountant

Oct '07 - Jun '10

RAK National Insurance Company

Ras al Khaimah, UAE

- Controlled cash flow and deposited 100% of the cash received on daily basis in the bank account to meet the expenses
- Ensured that accounts receivables of last 3 months and accounts payables less than 6 months are within control
- Processed the quarterly and annual closing of accounts for 3 consecutive years for the purpose of financial audit
- Established chart of accounts to assign proper transactions in the general ledger with 95% efficiency
- Coordinated with the bank for WPS to ensure timely transfer of monthly electronic salary to 100 employees
- Performed monthly bank reconciliations of 2 banks with head office accounts to identify and rectify accounting errors
- Administered Inter branch reconciliations of minimum 500 entries to create coordination between Head Office, Abu Dhabi and Dubai branches

Customer Service Accounts Executive

May '05 - Jul '07

HDFC Ltd - Home Finance

Chennai, India

- Spearheaded pre (credit analysis) and post disbursement operations with 100% effective closing of month end accounts
- Collaborated with HO-Finance Controller on a daily basis of minimum 30 accounting transactions
- Responsible for collection of post-dated cheques, prepayment cheques, rate of interest conversion to fixed/floating, final loan repayment, and release of original documents.

Customer Service Accounts Executive

Jun '04 - Apr '05

ICICI HFC Ltd - Home Finance

Chennai, India

- Looked after branch operations like loan credit appraisal, disbursements, collection of post-dated cheques, prepayments, rate of interest conversion, and coordinating with HO for pre /post disbursement queries.

ADDITIONAL INFORMATION

Language proficiency: English (Fluent), Tamil (Native), Hindi (Intermediate), and Arabic (Beginner)

Passport Number : P 5994180

Visa Status: Residence UAE Visa (Spouse)