



Arockiamary Cindrella

FINANCE MANAGER

Experienced and results-oriented Finance Manager with a proven track record of driving financial excellence in dynamic corporate environments. Adept at developing and implementing financial strategies to optimize business performance and achieve organizational goals. Demonstrated leadership in managing cross-functional teams, ensuring compliance, and enhancing operational efficiency.

EDUCATION

BACHELOR OF COMMERCE

Osmania University, Villa Marie College, 2009

PROFESSIONAL EXPERIENCE

Finance Manager

Amazon, Hyderabad Apr 2023 till present

- **Financial Management and Oversight:** Orchestrated and actively participated in all financial functions across the organization. Took charge of allocating tasks and effectively supervised a team of 14 employees, ensuring adherence to SLAs and KPIs.
- **Process Transition and Standardization:** Successfully facilitated the transition of SOUQ.Com processes to Amazon UAE, establishing standardized Standard Operating Procedures (SOP) for seamless operations.
- **Reporting and Executive Collaboration:** Produced monthly reports and financial statements, actively engaging in weekly executive meetings to discuss key financial insights. Collaborated closely with leadership to address and resolve high-level financial challenges.
- **Team Development and Performance Management:** Conducted monthly team meetings, fostering a culture of communication and goal-setting. Implemented a structured goal-setting process, including the preparation of monthly ratings and showcasing performance distribution through the bell curve to leadership.
- **Communication and Documentation:** Shared key metrics, along with monthly and quarterly business updates, with leadership for informed decision-making. Authored promotion documents, contributing to the successful promotion of three team members from Level 2 to Level 3 through effective mentoring and development.
- **Issue Resolution and Process Improvement:** Drafted COEs (Correction of Errors) to address critical escalations, ensuring the timely resolution of issues. Proactively identified and implemented process improvements to enhance efficiency and effectiveness.
- **Resource Management and Project Allocation:** Assigned available staff to projects based on their skills and experience, aligning with project budgets. Monitored employee utilization, workload, and overtime hours, collaborating with internal departments on resource management strategies.
- **Financial Forecasting and Revenue Tracking:** Updated costs and revenue in accordance with individual purchase orders, contributing to the accurate generation of final invoices. Conducted financial forecasting by tracking key metrics such as revenue and expenses, ensuring financial transparency and planning.

CONTACT

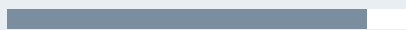
+919885062260 /+917032397726

amcindrella@yahoo.com

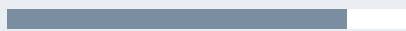
3-5-874-12 Baggi Khanna,
Behind Old MLA Quarters
Hyderguda, Hyderabad - 5000029
Andhra Pradesh, India.

SKILLS

Financial Acumen



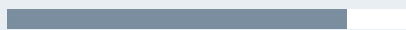
Excellent analytical skills



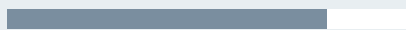
Excellent Communication skills



Attention to Detail



Problem-Solving Skills



Active Learning



IT SKILLS

ERP : Oracle ,Solomon (FI CO) & SAP
Ms-Office : MS-Word, Excel, Power Point
O S : Windows – XP & Server 2003
Excel : Creating Macros
SQL : Query creation

ACHIEVEMENTS :

- As a fresher got selected for OJT (Onshore Job Training for 5 weeks (US)
- Best Performance** certified by Genpact.
- 3 times **Best Performance Award** at Amazon
- Completed one **JDI (lean idea)** and couple of initiatives which has resulted in 216 hours savings(Monthly) and good vendor experience.
- SME for Accounts Payable and Account Receivable process.
- Was a member of **Special Vendor Operations Team** (top pyramid process) wherein the projects are driven for process improvements.
- Completed **2 Green Belt and 3 Yellow Belt** Projects with saving of 1MM
- Transitioned MENA (UAE,KSA and EG) processes to Amazon from Souq.com.
- Received **A3 (Appreciation, Achievement &Accolades) Award** for showing best results by smoothly account managing Apple & Samsung in KSA & UAE from launch till date without any business interruptions.

OTHER COURSES :

- Attended and certified **Harvard Management Mentor Programs** Organized by Harvard Business Publishing for **Financial Essentials**
Budgeting
Process Improvement
- Attended and certified TAPN (The Accounts Payable Network) level 1, organized by **Financial Operations Networks Learning Center**.
- Trained for **Greenbelt and Yellow belt** programs.

PERSONAL PROFILE

Date of Birth : 21-Nov-1988
Father's name : Late Clement Valentine Joseph
Nationality : Indian
Marital Status : Married
Languages : English, Hindi,Tamil & Telugu
Hobbies : Painting, Calligraphy
Sports : Volley Ball & Badminton.

Passport : H7278256

PROFESSIONAL EXPERIENCE

Senior Financial Analyst

Amazon, Hyderabad Jan 2012 till Mar 2023

- Client Reporting and Dashboard Preparation:** Developed and prepared comprehensive dashboard reports for clients, ensuring clear visualization of key performance indicators.
- Training and Mentorship:** Played a pivotal role in training and mentoring new hires on process and procedures, contributing to a knowledgeable and proficient team.
- Team Management and Support:** Managed a team of 12 resources, overseeing shift planning, providing feedback on errors, and resolving work-related issues to support the Front Line Manager effectively.
- Subject Matter Expertise and Deadline Management:** Acted as a Subject Matter Expert (SME), handling clarifications and coordinating with the Inputting Team to meet stringent deadlines. Prepared daily volume reports and maintained external error records for month-end metrics reporting.
- Legal and Risk Management:** Managed legal escalations and addressed business risk issues, negotiating and driving settlement payments with vendors in legal cases.
- Accounts Receivable and Financial Operations:** Maintained Accounts Receivable (A/R) records, prepared statements, bills, and invoices, and processed payments. Conducted negotiations during collection calls, addressing aged receivables and ensuring financial stability.
- Process Improvement and Compliance:** Identified structural weaknesses in processes and initiated/coordinated process improvements. Collaborated with the compliance team on a bi-monthly basis to address bugs in existing processes, ensuring adherence to regulatory standards.
- Cash Flow Management:** Handled early payment requests for priority vendors, optimizing cash flow management for sustained financial health.
- Special Vendor Operations Support:** Provided comprehensive support to the Special Vendor Operations team (SVOT), addressing high-impact escalations from premium vendors. Conducted root cause analysis and assisted in implementing corrective actions for continuous improvement.
- Budget Monitoring and Compliance Assurance:** Monitored and analyzed budget variances, ensuring financial operations aligned with established financial plans. Ensured compliance with Generally Accepted Accounting Principles (GAAP) and other accounting regulations, maintaining high standards of financial integrity.

Accounts Associate

GENPACT, Hyderabad Jan 2010 to Dec 2011

- Efficiently processed invoices, ensuring timely payment adherence to specified terms.
- Identified and audited overdue invoices, routing them to the appropriate personnel and initiating follow-ups for approval delays.
- Managed vendor calls, emails, and conducted weekly site calls with clients to address inquiries and maintain strong relationships.
- Worked on Goods Received (GR) older than six months, ensuring proper resolution and compliance with audit requirements.
- Initiated the setup of new vendor accounts for US and EU regions, overseeing vendor maintenance processes.
- Executed daily and weekly payment batches, handling high-value WIRE and EFT payments. Managed voiding of checks in cases of discrepancies, including coordination with the bank.
- Managed the Goods Received Not Invoiced (GRNI) process, applying entries to the correct General Ledger (GL) accounts.
- Handled accruals, statement reconciliations, and performed month-end activities for accurate financial reporting.
- Processed refunds, Investigative Business Services (IBS), & miscellaneous requests.
- Analyzed and advised on monthly sales tax payments of vendors, ensuring compliance with taxation regulations.
- Prepared and posted journal entries to the general ledger and conducted financial analysis to support decision-making.
- Maintained and updated the chart of accounts to reflect accurate and current financial information.
- Assisted with internal and external audits, providing necessary documentation and resolving accounting discrepancies as needed.