



HEENA PARKAR

Process Associate

PERSONAL DETAILS

Location - Sharjah

Contact - +971561247283

Email Id-

heenaparkar1407@gmail.com

Nationality - Indian

Indian Driving License category - Full

Visa Status - Residence

LANGUAGES

English - Proficient

Hindi - Proficient

SKILLS

Data Analysis

MS Office proficiency

Zoho books

Quick books

Tally Erp 9 Proficiency

Citrix Proficiency

PROFILE

Results-driven finance executive with a strong foundation in accounting and finance. Proven experience in capital markets as a financial analyst, with a keen eye for detail and a commitment to improving processes. Eager to contribute analytical skills and financial expertise to a dynamic team.

EDUCATION HISTORY

Master of Commerce (Accountancy), May 2023

University of Mumbai

GPA - 3.87

Bachelor of Accounting and Finance, May 2021

University of Mumbai

GPA - 3.94

WORK EXPERIENCE

Accountant (Part-time) | Geo Medcare Hospital | Aug 2021 - Sept 2022

- Maintained daily records and handled transactions using Tally Prime
- Assisted patients and staff at the front desk with billing and payment queries.
- Managed inventory, payroll entries, and administrative coordination.
- Communicated with vendors and internal teams for smooth cash and data flow.

Accounting Software used -

- Tally Prime

ACCOMPLISHMENT

Recognized as Star Performer for 3 consecutive quarters (Top 5% of team) in Capgemini.

Computer Skills used-

- Microsoft Excel
- Microsoft Word

Capital Market Analyst | Capgemini | Mar 2023 - Jan 2025

- Served as a primary contact for Scandinavian clients, handling inquiries and providing prompt assistance.
- Managed and updated financial databases with high accuracy.
- Created training materials (PowerPoint) to guide team members, ensuring smooth daily operations.
- Handled service tickets and client requests efficiently under tight timelines.
- Used automation tools to simplify workflows and ensure data accuracy.

Computer skills used -

- Microsoft Excel
- Citrix Database
- Microsoft Word
- Microsoft PowerPoint