

# Shakeel Shaikh B.Com, M.Com

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**Professional Summary:** Accounting Reporting Finance, General Ledger, F&A, R2R, Intercompany, Fixed Asset Reconciliation, Month end Closing, Complete Record to Report E2E, Accruals, Prepaid, Revenue Recognition, Trial Balance, Balance Sheet, Finalization of accounts, O2C-Accounts Receivables; P2P-Accounts Payables, Team handling & Cost Management operations, **US GAAP, IFRS Standards, Indian Accounting & Taxation, GST regulations**, Sox Compliance Section 404, Power Bi data modeling, Dash board, Dax card presentation, Analysis of Financial Statements, Immediate Joining.

**Skillset:** SAP Fico, Saturn, Hyas, Quick Books, Hyperion Financial Management, Blackline, Oracle Peoplesoft Finance, Xero.com, Bill.com, Hubdocs, Expensify, Catalyst, MicroStrategy, Tally, Microsoft Office – Word, proficiency in Excel, PowerPoint, Power BI Tool, Six Sigma Yellow Belt.

## **Intellinum Solutions - Pune**

**Aug 2023 – Oct 2023**

Designation: **Manager (Accounts & Finance)**

Roles & Responsibilities: Working in IC role handling all day to day accounting activities, managing the accounts of clients from Gulf and US region majorly in IT support. Journal ledger posting, Bank reconciliation on weekly, monthly basis, disbursement of weekly payments freelancers and vendors. Managing the payroll and preparation of cash flow statement, Balance sheet analysis.

## **Datamatics Global Solutions Ltd**

**Jan 2023 – Aug 2023**

Designation: **Manager (Finance and Accounts)**

Client: Draslovaka – Memphis (U.S)

Roles and Responsibilities:

- Handling all the daily and monthly activities of accounting and finance (record to report team)
- Closely working on Balance Sheet reconciliation and Bank reconciliation.
- Review and approving of various types reconciliation daily and monthly.
- Reporting to the client about the open and line items, research and scrutiny on long overdue items and getting them resolved.
- Review and approval of various types of journals like accruals, prepaid, reclass and revaluation journals.
- Presentation of weekly and monthly dashboard, weekly presentation of deck for governance call.
- Preparation and analysis of monthly escalation matrix tracker report.
- Hiring and on boarding the new candidates and their training plans and assignments for live performance.
- Managing the team of 8-10 FTE and reporting to the AVP about the team performance and process activities.
- Liaison with the onshore client related to weekly updates, month end close activities.

## **BDO India Pvt Ltd – Pune**

**Sept 2021- July 2022**

Designation: **Assistant Manager Accounting and Reporting (R2R)**

Client : **Infosys** – Supporting client **Akzonobel** Poland-GBS

Roles and Responsibilities:

- Supporting the Record to Report team of GBS Warsaw Poland for the entity Deco 8834,0804,801,1834
- Payroll activity WD-5, Transfer of pension Costs, Salary TRF, SB Accruals and Ex Cos and loan
- Tax posting entries of WD+2, FX rates upload in Hyas, Revaluation journal, Manpower invoice allocation activity, Central Commission for Non-Cash.
- Accrual and HSE booking based on PO, vacation days provision, Global allocation, Lease activity
- Invoice allocation.
- Monthly review and approval of different types of journal eg fixed assets, accruals, prepayment journal, revised and rectified booking for various expenses journal in SAP Hyas, Saturn supporting Aico and Snow.(journal uploading application)

**Uttara Foods and Feeds Pvt Ltd – Pune**

**Mar 2019 – Mar 2020**

**Designation: Manager Accounts & Finance (AGM).**

**Roles and Responsibilities:**

- Part of the Italian Project in Italy and managed the Accounts and Finance, Operations activities. The name of the company is Venkys Italy Quarries Srl, Brescia, Italy.
- Heading the team of 15 members which included Managers, Assistant Manager and Accountants and Financial Analysts.
- Cost Control Management – Reducing the business expenses by managing and analyzing the financial data, planning the budget properly, monitoring all expenses by using checkpoints, using change control system,
- Having time management and tracking earned value. Regulating and controlling the functioning of the manufacturing concern by limiting the cost within planned limit.
- Manage scope, lead and motivate the teams, timely submissions of the deliverables, ensure continuous improvement of processes, and absorbing new work from entities into operations in order to deliver high quality/low cost services.
- Indian Accounting and Taxation, GST regulatory reporting, yearend closing financial statements.
- Coordinating with the Italy Finance consultant and Government agency/tax Department, Labour department, quarry engineers.

**Company: Aloha Technologies – Pune,**

**Feb 2016 – Mar 2019**

**Designation - Team Leader (Accounting & Finance)**

Activities involved – Worked with Aloha Technologies Baner, Pune as a Team Lead of Accounting Reporting team comprising of 7 FTES's and directly reporting to the Finance Ops Manager.

Process: Leading the process of Medical Health Industry of US based company Boson Health Group, Texas/Remixed.

**Roles & Responsibilities:**

- Review and approving of different types of accounting Journal entries.eg Revenue, expenses prepaid accrual, Fixed assets.
- Analysis of Balance sheet, Statement of Income expenses Account.
- Monthly preparation of RAG, KPI, Dashboard data for the senior management.
- Focus on daily monthly activities meeting the required SLA.
- Order to Cash O2C, Procure to Pay P2P, and settlement of receivable and Payable.
- Conducting of half yearly and annual appraisal meeting with the team members.
- On boarding the new team member and providing process training & shadowing.
- Conducting the weekly call with onshore Manager, discussing the issues and queries related to the process and suggestions to resolve the same.
- Collaborating between the team and management, driving the team towards the achievement of goals set by the company and the client.

**Company: BNY Mellon India Pvt Ltd- Pune**

**Oct 2008 – Jan 2016**

**Designation: Senior Lead Analyst: General Ledger Finance Accounting and Reporting.**

**Roles & Responsibilities:**

- Journal entries as per revenue recognition, record to report journal entries.
- Preparation of Accrued income expenses, deferred revenue, Prepaid Expenses Journal entries.
- Worked as an end user of Peoplesoft application for 5 years.
- Preparation of Reconciliation like Balance Sheet-Fixed Assets, Intercompany, Cash, Bank Reconciliation.
- Extracting of Reconciling and Outstanding items, follow-up for the clearance of the variance entries.
- Coordinating with LE Controllers of different region US, Americas, APAC, EMEA to resolve the issue.
- Financial Analysis and Involving E2E General Ledger Activity including Accounting Reporting.
- Extracting and Analysis of different types of report from Hyperion financial Management (HFM), Blackline, Peoplesoft application.
- Successful transition of Pilot process of Wealth Management.
- Processing of high-level accounts reconciliation on monthly basis as per the statutory regulation of US GAAP Generally Accepted Accounting Principle.
- Reconciliation were of accruals, Level Lease Liability, Goodwill, & miscellaneous accounts, intangible accounts, amortization, suspense, loan in process accounts.
- Lease Accounting & Reconciliation, preparing of the amortization report, posting of monthly accrual entries.

## **Company Odyssey Car Rental Company**

**May 2006 – Sept 2008**

### **Designation: Accountant**

Job Description: Accounts writing – General ledger, maintaining cash, sales, and purchase registers manual and computerized.

- All activities related to accounting reporting finance, GL maintenance, invoicing billing, bank reconciliation, preparation of trial balance and balance sheet.

### **Educational Qualification:**

- **Master of Commerce** – M.com – Passed from University of Pune in the Year July 2000 specialized in Business Administration.
- **Bachelor of Commerce:** B.com – Completed the degree in Business Administration and Law and Taxation in first Class in the year May 1996 from Pune University.

### **Other Certifications:**

- Completed **Understanding of (Sox) Sarbanes Oxley Compliance Section 404, (Aug 2022)**
- **Six Sigma White Belt, Yellow Belt. (Aug 2022)**
- Practical GST & Indian Income Tax Course Certification.

### **Personal Details:**

Religion : Islam  
 Address : 1151 Bhawani Peth A.D.Camp Chowk, Pune 411002, Maharashtra.  
 Gender : Male  
 Marital Status : Married  
 Languages: : Fluency in English, Hindi, Marathi, Urdu, Arabic, (Thai, Persian, Italian)  
 Passport : R6550980  
 Date of Expiry : 19<sup>th</sup> Oct 2027