

# SHAFNA A.S

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## Career Summary

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Results-oriented **Cost & Management Accountant** with **3+ years of experience** in accounting, auditing, financial analysis and reporting. Secured **All India Rank 3rd** in the CMA entrance exams. Successfully led teams to achieve **15% tax savings** and a **20% increment** in quarterly revenue of a Dubai-based firm.

## Experience

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### PLANNED CAREER BREAK

January 2023 – Present

#### *Reason: Relocation & Marriage*

- Temporarily paused career due to personal relocation following marriage and transition to a new country.

### BANK OF NEW YORK MELLON

Maharashtra, India

#### *Financial Analyst*

December 2021 – December 2022

- Prepared financials for Hedge Funds & Mutual funds, adhering to U.S. GAAP, LUX GAAP, and IFRS standards.
- Conducted reconciliation of financial statements, statements of financial position, cash flow, and other risk notes.
- Mitigated financial risk & led cost-saving initiatives by regularly tracking performance through comparative analysis.
- Produced financial highlights, condensed income statements, umbrella structure and master-feeder structure books.
- Managed the preparation and distribution of internal financial statements and reports, emphasizing high quality.
- Ensured operations compliance with US GAAP and IFRS Standards, avoiding penalties and fines.
- Contributed to the IRR Production Team, saving USD 33,000 by identifying and correcting interest rate discrepancies.
- Maintained consensus-driven communication with onshore, fund accounting, and transfer agency teams.

### PROTRACK ACCOUNTING AND BOOK KEEPING

Dubai, UAE

#### *Senior Accountant*

April 2020 – November 2021

- Provided financial reporting and tax advisory services for Dubai-based companies.
- Led a 15-member audit team from bookkeeping to report preparation and evaluated budget and revenue reports.
- Processed journal entries, reconciled accounts, managed VAT returns and increased quarterly revenue by 20%.
- Actively performed pre and post-submission checks of VAT returns, Sales and Purchase ledgers.
- Oversaw training of 10 junior staff, efficiently planned tasks, reducing labour overtime and timely report submission.
- Prepared ageing reports for accounts receivables and payables, offering advisory services for client credit policies.

### R RAJAN ASSOCIATES

Kerala, India

#### *Audit Assistant*

August 2019 – March 2020

- Assisted Senior Auditors in auditing, reviewed account books and ensured timely submission of financial statements.
- Facilitated tax filing and prepared tax audit reports while maintaining communication and follow-up with clients.
- Achieved 15% tax savings by resolving mismatches in taxable supplies between government records and client's books.
- Identified discrepancies in inventory recording, optimizing cost of goods sold and profit by up to 5-10%.
- Leveraged legal deductions and tax-saving options, reducing clients' taxable income and aiding in tax savings.
- Prepared detailed and accurate audit reports and statements for review for various clients.

## Leadership & Achievements

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- Promoted** to Senior Accountant within 6 months of joining Protrack.
- Recognized as part of the **best team** for the timely submission of quality reports during peak periods.

## Education

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### INSTITUTE OF COST ACCOUNTANT OF INDIA

Cost & Management Accountant (CMA) | 3<sup>rd</sup> Rank (CMA Entrance)

2021

- Scored merit marks in Financial Accounting, Company Accounts and Audit, Direct Taxation & Cost Accounting

### ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

Diploma in International Financial Reporting Standards

Ongoing

### NATIONAL CENTRE FOR LABOUR AND LEARNING

International Diploma in Masters Accounting

2019

## Skills & Interests

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**Technical Skills:** MS Office, MS Excel, Tally, Quick Books, Budgeting, Forecasting, Financial Reporting, Corporate Finance, Cost Management, Financial Statements, VAT Filing, Reconciliation, Advisory, Auditing, Taxation

**Soft Skills:** Analytical, Collaboration, Communication, Leadership, Problem-Solving, Decision Making, Team Player

**Certifications:** International Diploma in Masters Accounting | 3-Day Training on Communication & Soft Skills (By ICAI) | 100 hours IT Training Programme (By ICAI)

**Languages:** English, Hindi, Arabic (Intermediate)

**Nationality:** Indian