# Shafna A.S





### **EDUCATION**

#### СМА

Institute of Cost Accountants of India

### Diploma in IFRS

Association of Chartered Certified Accountants

### Certified Accounting

Institute of Cost Accountants of India

### International Diploma in Masters Accounting

National Centre for Labour and Learning

### LANGUAGES

Hindi
Arabic

# PERSONAL DETAILS

Date of birth

09/07/1997

Nationality

Indian

Visa status

Spouse visa

#### ABOUT ME

An ambitious CMA qualified professional with critical thinking, extensive accounting, financial reporting and analysis experience. With nearly 3 years of experience in MNC 's and UAE based firm. All India 3rd rank holder for CMA entrance examination. Currently looking for a position where my analytical skills can make me a strong addition to a successful team.

### WORK EXPERIENCE

### Lead Analyst - Finance

Bank of New York Mellon / Maharashtra, India / Dec 2021 - Dec 2022

- Prepared financials for Hedge Funds & Mutual funds, ensured if operations are performed as per U.S. GAAP, LUX GAAP and IFRS standards.
- Reconciled Statement of Financial Position, Statement of Comprehensive Income, Cash Flow, Level 3 Note and other Risk notes to financial.
- Prepared and presented Financial Highlights, SOI and Condensed SOI, Umbrella structure books and Master Feeder structure books.
- Manage and maintain preparation and distribution of internal financial statements and reports, with high quality, reliability and accuracy.

### **Audit Manager**

Protrack Accounting and Book Keeping / Dubai, United Arab Emirates / Nov 2020 - Nov 2021

- Financial Reporting and Tax advisory services for Dubai based companies.
- •Lead a team of 15 for audit procedures from Book Keeping to preparation of Audit
- Post and process journal entries.
- Preparing month end reconciliation of statements and accounts.
- Perform pre and post-submission checks of VAT returns, Sales and Purchase ledgers.
- Preparation and Evaluation of Budget reports and Revenue reports.

### **Audit Assistant**

R Rajan Associates / Kerala, India / Aug 2019 - Mar 2020

- Prepared financial statements for Sole Proprietorships, Partnership Firms, Private Limited Companies and NGOs.
- Assisted in Internal, Statutory and Tax Audit. Prepared tax returns and statutory compliance for Income Tax and GST.
- Developed audit reports and statements for review.

### SKILLS

Analytical Budgeting

Corporate Finance Cost management

Detail Oriented Forecasting

Financial Statements Financial Reporting