**SHIPRA SAH**

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**Please add passport size photo**

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**PROFESSIONAL SUMMARY**

* **Unwavering and result-oriented** **Accounts & Finance professional** with **11+ years of experience** in **Record-to-Report, General Ledger Accounting, Fixed Asset Accounting, Reconciliation, and Reporting**
* Excellence in **handling financial operations, assuring compliance with accounting standards, and steering strategic financial planning**
* Proficient in **tax compliance, internal and external auditing, and enhancing cash flow for operational efficiency**
* Diligent in **reviewing complicated financial data, recognizing trends, and rendering actionable insights to assist informed decision-making**
* Skillful at **monitoring and restraining expenses to ascertain they align with budgetary constraints**

**CORE COMPETENCIES**

* Dexterous at **German language** with proven experience in elevating record-to-report processes/month-end tasks, improving data visibility, and thriving proactive financial decision-making
* Competent in employing streamlined processes, leading to significant time and revenue efficiency gains, navigating finance and control operations, **maintaining 100% compliance**, offering impactful commentaries, and providing critical reports within deadlines

**AWARDS/ NOTEWORTHY ACHIEVEMENTS**

* Received "**Top Performer Award" (three years in a row)** at HCL Technologies
* Engaged with clients across **Germany, Switzerland, and Austria**, playing vital role in **securing million-dollar deals** for **Oracle**
* Recognized for **precise German proofreading and translation skills**, ensuring accuracy and cultural nuance alignment in financial statements, legal documents, order reports, contracts, purchase orders and other business-related documents
* **Travelled to Amsterdam, Netherlands** in 2018 to **facilitate major finance transition**
* Aligned all **financial activities** with **Dutch & US GAAP regulations and standards**

**WORK HISTORY**

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| --- | --- |
| **HCL Technologies Ltd, India**  **Jul 2022 - Till Date** | **Associate Manager (Record-to-Report) - EMEA Region**   * Minimizing month-end processing time, optimizing month-end activities, journals, and reports * Stimulating improvement in proactive financial decision-making via insightful variance commentaries * Increasing executive-level data visibility through invaluable contributions to critical management reporting * Ensuring accuracy in Balance Sheet reconciliations with studious BlackLine Tool reviews * Sustaining compliance rate of 100% and zero critical errors in monthly and quarterly TLS Reports and SOX Reports * Managing preparation and analysis of financial statements for EMEA region * Handling and spearheading team of finance professionals responsible for Record-to-Report process * Recognizing possibilities for process improvement within Record-to-Report function * Supervising and overseeing intercompany transactions and reconciliations * Developing and incorporating strategies to decrease risks and ensure compliance |

|  |  |
| --- | --- |
| **HCL Technologies Ltd, India**  **Sep 2015 - Jun 2022** | **Lead Financial Analyst (General Ledger Accounting & Fixed Asset Accounting) & German Language Expert**   * Generated assets, disposal schedule, fixed assets adjustments, retirement and disposal of assets on monthly basis * Prepared and reviewed increments, month-end tasks and different checklists * Created forecasts and financial statements on a monthly, quarterly, and annual basis * Ascertained completeness and precision of analysis, encompassing Margin Analysis, B/Sheet Trend Analysis, Warranty Schedule through variety of feeds from front/back-office divisions |

**EMPLOYMENT HISTORY** (Previous)

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| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| Accenture Services, India | Subject Matter Expert (German Language) | Sep 2014 - Sep 2015 |
| Oracle India (Global Financial Information Centre) | Order Management Analyst (German Language Expert) Finance & Accounting - EMEA Region | Feb 2012 - Jul 2013 |

**KEY SKILLS**

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| --- | --- | --- |
| * General Ledger Accounting/Record-to-Report | * Account Reconciliation | * Fixed Asset Accounting |
| * Management/Dashboard Reporting | * Corporate Accounting | * Operational Excellence |
| * Service Level Agreements/Key Performance Indicators | * Financial Analysis | * Financial Reporting |

**TECHNICAL SKILLS**

* Microsoft Office
* Oracle ERP
* BlackLine Reconciliation Tool
* SAP Business Planning and Consolidation (BPC) Tool

**LANGUAGE SKILLS**

|  |  |
| --- | --- |
| **Language** | **Proficiency Level** |
| German | A1, A2, B1 & B2 |
| English | C1/ C2 |

**QUALIFICATION**

* Diploma in German Language (A1, A2, B1 & B2 Levels), Max Mueller Bhavan, New Delhi
* Master of Arts (Mass Communication & Media), IIMM, New Delhi.
* Bachelor of Commerce (Accounting & Finance), DAV College, Faridabad.