**SHIKHA AGGARWAL**

CFA, MBA (Fin.)

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**PROFILE**

Qualified Finance professional with experience across Retail, BFSI, Real Estate & Financial Consulting:

* Manage finance & accounting activities and can easily adapt to any accounting software to ensure timely and accurate delivery

Key Skills: Budgeting & Forecasting | MIS | Reconciliations | Audit | Financial Analysis | Operations | Financial Research | Reporting | MS Office

**EDUCATION**

CFA Institute

**Cleared all 3 levels of CFA program** 2014-2019

Lala Lajpatrai Academy of Management

**MBA in Finance** 2005 - 2007

* Activities & Societies: Cultural Fest

Mumbai University

**Masters in Commerce** 2003 – 2005

**Commerce Graduate** 2000 – 2003

**EXPERIENCE**

**Senior Associate – Budget Operations** Feb’ 20 – Present

WRI India, Mumbai, India

* Providing insight into the financial decision-making process through analysis, financial projections (planning, budgeting and forecasting) and reporting.
* Forecasting and reporting of actuals for monthly reviews; drive and optimize the process of data collection to ensure accurate monthly reporting
* Preparing budget at P&L level for multiple business units, support annual operating plan exercise; ensure accuracy of forecasts is maintained
* Working towards bringing financial control on company’s expenses.
* Managing contracts of third party vendors

**Senior Associate** Jun’ 13 – Apr’ 14

Bluestar InfoTech Ltd., Mumbai, India

* Clientele Portfolio: Media, Entertainment, Chemicals
* Handled accounting operations from journal entry posting, chart of accounts, sales & purchase ledger till finance and accounting setups
* Performed detailed study & analysis of client’s business requirement
* Regular client trainings and UAT’s (User Acceptance Test) to ensure finance processes are developed as required

**Assistant Manager Finance** Sep’ 12 – Jun’ 13

Inspira Infrastructure, Mumbai, India

* Prepared monthly MIS with a comprehensive view of the revenue & expense analysis
* Assisted in the preparation of budgets and forecast activities and variance analysis
* Reviewed & updated various Project Financials & Reports and Project Presentations
* Facilitated smooth banking relationship - timely response to bank queries & scheduled monthly bank loan deductions

**Assistant Manager Finance & Accounts** Jan’ 08 – Jun’ 11

WorkStore (formerly Staples Future), Mumbai, India

* Performed daily accounting & financial operations and yearly audit process
* Managed monthly financial reporting with analysis, reports, variances etc
* Accountable for booking of monthly payroll expenses, their reconciliations, auditing and statutory compliances
* Performed monthly analysis of employee costs to identify areas of cost reduction
* Evaluated accounting and internal control systems to identify weaknesses & recommendation for improvements

**Relationship Executive - Priority Banking (HNIs)** May’ 07 – Dec’ 07

Axis Bank, Mumbai, India

* Responsible for the day-to-day management of Priority (HNI) customers banking needs
* Acquired new HNI clients & maintained banking relationship with existing customers
* Cross-sell banking products to HNI customers based on their needs & requirements

**PROJECTS**

* **Freelance writer** - Beyond Books: A child interest magazine (2004 – 2006)
* **Commodities Research -** Ultimate Trading & Commercial Pvt Ltd. (Intern 2006)
* **Credit Rating Project Report** (2007)