

SAACHI SAWLANI

OBJECTIVE

To work in a challenging position in a professional organization where my skills & strength can be best utilized for the growth of the company and myself.

CONTACT INFORMATION

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Address:

204-A, Liwa, Mankhool
Dubai.

PROFESSIONAL TRAININGS

Communication for success

MS Excel

EMS writing skills

Effective Coaching skills

Managing team aspirations

Controllership

Lean

Six Sigma

CAREER BACKGROUND

ACCOUNTS AND BUSINESS DEVELOPMENT ASSISTANT

Lata Tex LLC (Dubai) | 2014-present

- Accounts Administration
- Business development strategies
- International office communications

ASSISTANT FINANCIAL CONTROLLER

L'Oreal Middle East (Dubai) | Sep 2011-Nov 2012

- PO administration-Checking PO requisitions and processing in SAP.
- Initiating GRPO's
- Reconciling PO's with Budget allotted.
- Audit sample PO's and Invoices from various departments.
- Facilitating Marketing team with information and data analysis.
- Maintaining Budget Files
- Keep Track on Customer allowances spent across countries on Sales

ACCOUNTANT

Tide waters (Shipping company) Dubai |
Sep 2009 – Sep 2010

- Check and process invoices received from India, Doha & Saudi regions.
- Clear all the past dues and bring the process to current.
- Perform Monthly reconciliation and report to financial controller
- Assist Bank reconciliation and team members in India having problems with invoicing and bank
- Timely remittance of cheques.
- Bring reconciliation to a transparent stage where GL and SL have no discrepancies

LANGUAGES

- Hindi
- English
- Arabic (Level 1)

FUNDING COE TEAM

GE working capital solutions (Holland) |
Aug 2005 - Dec 2007

- Transitioning funding account reconciliations from Working Capital Solutions (Holland) to India (Genpact Jaipur) and to perform account reconciliations quarterly.
- Being onsite handle the cash booking team of 5 members in terms of resolving their queries and other issues.
- Aiding team members based out of Holland, having queries from their Indian counterparts.
- Close Monitoring of Process Matrices and daily reconciling sub ledger and general ledger
- Maintaining the CTQ's of the process
- Rewarded cheers and Gold award for successfully transitioning the process.

CASH APPLICATION ASSOCIATE

GENPAT CFS Cash Applications (Jaipur) |
Oct 2003 - August 2005

- Handled Critical Portfolios GE Plastics and GE medical UK single handedly.
- Rewarded Bronze award and cheers for key contribution in promoting Fun @ work
- Rewarded certificate from the controller-ship team for maintaining the regular record of doubtful accounts accounted on AML policy of the company.
- Rewarded silver award and cheers from the SDL of the process for lowest unallocated cash in critical portfolios.

EDUCATION & TRAINING

UNIVERSITY OF RAJASTHAN

Masters in Accounts and Business Statistics |
2005

UNIVERSITY OF RAJASTHAN

Bachelor of Commerce | 2003