

# ROMA KEWALRAMANI

Finance Executive

## PROFESSIONAL SYNOPSIS

A Certified Salesforce Admin with overall 7+ years of experience in managing different fields like Invoice processing globally, end to end Payroll processing, MIS, Accounts Receivables Auditing and 3+ years of experience in Administration. Also experienced in internal as well as SOX audits pertaining to the organization.


## CAREER CONTOUR


Dec'2016 till Present	<b>Yash Technologies Pvt. Ltd., Indore:</b> Sr. Executive Finance <ul style="list-style-type: none"><li>MIS preparation for Transfer Pricing</li><li>Ledger scrutiny and Reconciliation across Branches</li><li>Ensuring accurate payroll disbursement of over 4000 employees through efficient implementation of procedures</li><li>Maintaining payroll records and administering the confidentiality</li><li>Solely handling Employee exit procedures regularly across PAN India; preparing payroll procedures and policies</li><li>Resolving employee grievances and tax/ salary related &amp; other ad hoc queries across PAN India through email and calls</li><li>Preparing and analyzing MIS reports of salary components of all the employees</li><li>Liaising with the management on regular intervals of upgrading the process and systems in place</li></ul>
June'2013 till Present	<b>FIS (Formerly SunGard), Pune:</b> Executive - OgAdmin <ul style="list-style-type: none"><li>Creation of new joiners in Helios globally</li><li>Maintain and provide guidance for approval workflows based on business requirements</li><li>Recertify user access, and approval workflow assignments</li><li>Assigning different security roles based on employee's department and profile</li><li>Query resolutions through emails and calls globally</li></ul>
45 days (2012)	<b>Colgate Palmolive (India) Ltd., Mumbai</b> <p>To Calculate &amp; Ensure Cost Effectiveness of Various Colgate in Store Programs</p>


## EDUCATIONAL QUALIFICATIONS

2011 to 2013	<b>M.B.A in Finance – Score: 67%</b> <p>Prestige Institute of Management and Research, DAVV, Indore</p>
2008 to 2011	<b>B.Com – Score: 70%</b> <p>MKHS Gujarati Girls College, DAVV University, Indore</p>

## Contact

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## SKILLS

Good data interpretation skills

Possess excellent communication skills

Efficiency in team handling; Good communication, presentation  
Efficient in handling stressful situation

Flexible in adopting changes; Good team player

Ability to interact with all levels of management to establish and maintain effective working relationships with employees, clients and the management

## TECHNICAL COMPETENCIES

- Salesforce
- SAP – Success Factor
- Spine – HR
- Tally
- Helios
- MYSunGard
- Workday
- Ariba and Aries
- CMS - Case Management System
- Proficient with Microsoft Excel, Word and PowerPoint

## **TRAININGS & CERTIFICATIONS**

- Salesforce Certified Administrator
- Undergone a certified course in MS-EXCEL
- Attended business writing and communication workshop
- Completed Diploma in International Financial Reporting Standards (IFRS)

## **EXTRACURRICULAR ACTIVITIES**

- Won M.P. Junior Badminton Championship at State level organized by BHEL Sports Authority
- Attended Sixth PIMR International Conference held at PIMR, Indore
- Certificate of Achievement awarded by PIMR for being Runner-up in SPARDHA 2012- Eighth PIMR Sports Meet for Badminton
- Participated at the 22nd IMA International Management Conclave 2013 on the Theme – “Transforming Leadership –Getting Future Ready” held at Indore
- Volunteer in Prestige Manthan Sponsorship Committee

## **LANGUAGES**

English, Hindi and Sindhi