

Henrietta Machado

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Educational qualification:

- **Post Graduate Finance Management (MBA- Finance) (Passed First Class)**
Welingkar Institute of Management (2016-2018)
- **Bachelor of Commerce (Grade B)**
St Andrews College (2012-2015)
- **H.S.C – Higher Secondary Certificate (Commerce, passed with 68.17%)**
St. Andrews College (2010-2012)
- **S.S.C – Secondary School Certificated (Passed with 80%)**
Carmel of St Joseph's High School (2009-2010)

Additional Certification:

- **Diploma in Import & Export Management (Grade B)**
Welingkar Institute of Management (2013-2014)

Professional Tools:

- Advanced knowledge of Microsoft Excel, PowerPoint and Word
- I have worked on **Data management tools** like Power BI, SAP, Salesforce CRM, PeopleSoft, Citrix, Data station and Billing Applications like Zuora Billing CPQ

Professional experience:

- **Sodexo as Assistant Manager -Performance & Compliance Analyst**
- **Line of Business:** Finance Operations
- **Job Tenure:** November 21, 2019 till date
- **Key responsibilities:**
 - Creating dashboards, detailed business analysis and monthly statistical reports for APAC and regional directors
 - Outlining and troubleshooting problems in billing portals and finance applications
 - Ensuring that data is seamlessly available for head office reporting purposes. This involves extracting data, transformation, and enrichment.
 - Preparing monthly business presentations for clients, internal management/ stakeholders
 - Preparing budget reports
 - Data integrity and quality assurance checks of all data being captured and reported
 - Managing billing and processing invoices

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- Liaising with clients and overseas stakeholders and completing adhoc reports/ requests
- Calculating and submitting monthly payroll reports
- Identifying automation & efficiency initiatives in business processes where required.
- Reconciling data sets & trace data evolution through complex transformation processes.

- **Deloitte Haskins & Sells LLP as Executive Assistant**
- **Line of Business:** Global Business Tax
- **Job Tenure:** June 2017 to August 2019
- **Key responsibilities:**

- Procuring daily financial reports from SAP and circulating them as required
- Collating data from Salesforce CRM, managing and analysing client data.
- Processing and preparing invoices and managing client billing activities, liaising with finance for payments.
- Preparing managerial presentations and client related tax presentations, analysing financial data.
- Consolidating and maintaining monthly financial reports.
- Working with Country Regional Managers to create and review monthly and quarterly outlook and annual financial plans, including reporting and analysis to explain changes against given baselines.
- Completing risk procedures DRMS (Deloitte Risk Management System). Providing assistance in the facilitation of continuous improvement of DRMS processes.
- Analysing and preparing Debtors and Client financial reports, monthly revenue & management reporting to Head Office within pre-set deadlines
- Preparing documentation of processes handled
- Provide support to regional managers in analysing business performance
- Provide high level administrative support to senior management

- **National Bank of Abu Dhabi as Executive**
- **Line of Business:** Financial Institutions & Clients
- **Job Tenure:** March 2016 to April 2017
- **Key responsibilities:**

- Preparing risk management & GTB (Global Transaction Banking) financial reports for Head of Financial Institutions in an accurate and timely manner

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- Collaborating with finance & accounting teams to identify operational issues and develop organized strategies that enhance service delivery.
 - Passing of financial entries in accounting system & preparing admin budget reports
 - Preparing bank reconciliation statements
 - Participate in the development of long-term direction plan & strategies for the organization.
 - Maintaining and filing confidential financial documents, reports pertaining to the firm and shareholders.
 - Drafting letters and correspondence for internal teams and external shareholders when required.
 - Providing support in the transition and on-going performance of client teams by developing policy and procedure manuals, product catalogues, performance reports.
 - Completing KYC for Financial Institutions and Corporate services clients.
 - Preparing presentations for the Management Committee. Tracking financial results and data analysis.
 - Analysing bank data/ consolidating data for Financial Institutions Head
 - Maintaining CRILC (Central Repository of Information on Large Credits), CIBIL (Credit Information Bureau of India Limited) check.
 - Preparing financial spreadsheets (Moody's Risk Analyst financials)
 - Preparing KAPs (Key Account Plan) for proposals and maintaining credit notes.
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- **Tata Consultancy Services as Associate**
 - **Line of Business:** Trade Finance operations
 - **Job Tenure:** June 2015 to March 2016
 - **Key responsibilities:**
 - Document check which includes checking of export and import documents, preparing reports, transactions, managing emails, meeting clients
 - Preparing claims, Document Arrival Notice & Remittance Letters.
 - Managing client reports and data.

References: Available on request