

## SHIVAM VAKIL

165 Preda St Apt 30, San Leandro, CA 94577 | (510) 393-5048 | [shivamvakil101@gmail.com](mailto:shivamvakil101@gmail.com)  
<https://www.linkedin.com/in/shivamvakil95/>

### EDUCATION

---

#### University of California San Diego

Grad. Date: June 2019

*BA in Economics & Minor in Accounting*

Coursework: Intermediate Accounting A & B, Auditing, Advanced Accounting, Ethics in Accounting, Federal Companies-Taxation, Federal Individual Income Taxation, Fraud & Forensic Accounting, Managing Diverse Teams

### WORK EXPERIENCE

---

#### Revenew International- Concord, CA

March 2020-March 2020

*Privacy Analyst (Contract)*

- Worked with Revenew International in providing services for a Fortune 500 client regarding the CCPA (California Consumer Privacy Act). In this project, I accessed, reviewed, and completed initial assessment of CCPA consumer requests. Performed manual searches for identified data sources, and uploaded into consumer reporting tool.
- Analyzed deletion requests and submitting to appropriate department. Identified and researched reporting exceptions, resolved simple exceptions independently, and escalated as needed. Responded and closed out customer inquiries, leading to preparation of final consumer access reports.

#### EKI Environment & Water, Inc.- Burlingame, CA

*Staff Accountant (Contract)*

January 2020-February 2020

- Worked with the Accounting team to provide AP coverage by reviewing, researching, and resolving all pending vendor invoice issues in Ajera. Reimbursed all employees' expense reports and assisted with weekly check run.
- Analyzed contracts from subcontractors and other independent parties for invoice creation. Performed office admin work such as mailing checks to vendors, filing receipts/invoices and organizing timesheets.

#### SoftBank Investment Advisers- San Carlos, CA

*Procure-to-Pay Analyst (Contract)*

September 2019-January 2020

- Worked with Procure-to-Pay team in reviewing, researching, and resolving all pending T&E issues in Concur. Reimbursed all employees' credit card expenses and implemented T&E policies at SoftBank.
- Ensured accuracy of company's departments' expenses for quarterly budgets and set up employee profiles on Concur. Reviewed all contracts in NetSuite for accurate documentation prior to payment.

#### Model N- San Mateo, CA

*Accounting Intern*

June 2018-September 2018

- Worked with the Accounts Payable team in reviewing, researching, and resolving all pending vendor invoice issues in NetSuite. Reviewed outstanding purchase reports/contracts for Accounting month-end close accruals and reimbursed employees' credit card expenses in OpenAir.
- Scanned and organized documents for quarterly Sarbanes-Oxley compliance and Audit requests. Performed office admin work such as mailing checks to vendors and filing Ach payment receipts.

#### Nexient- Newark, CA

*Finance Intern*

May 2017-August 2017

- Used Nexient's billing statements to create mega- tax spreadsheet in Excel consisting of all employees' monthly insurance premiums, hire dates, personal info, gross income etc. Utilized the payroll master file, V-Lookups, and V-Pivots to calculate employer contribution towards the employees' health coverage.
- Learned how to analyze SOW's for its vendors by documenting fees and work periods for Nexient's vendors for bookkeeping/tax records purposes. Organized weekly/monthly timesheets for employees.

### SKILLS

- 
- Working knowledge of NetSuite, OpenAir, Concur, Ajera, EY IPA, MS Word, MS PowerPoint, MS Excel.
  - Able to multitask, stay organized, proven customer service, work effectively in a team environment via work experience. Strong office admin skills (filing, taking inventory, organizing paperwork), data entry.

### VOLUNTEER ACTIVITIES/ORGANIZATIONS

---

#### Member of Undergraduate Accounting Society at UC San Diego

October 2017-June 2019

- As a member, I contributed time to help develop a better accounting society in the University.