

Bhawna Sharma

+91 9205088215 | mailme.bhawna11@gmail.com

PROFESSIONAL EXPERIENCE

Professional Summary

Over 2.5 Years of experience with a demonstrated history of working in the hospitality industry. Skilled in Management Information Systems (MIS), Accounts Payable, Reconciliation, Auditing, and Financial Analysis. Strong finance professional with a Master's Degree focused in Accounting and Finance.

OYO Hotel and Homes Pvt. Ltd, Gurugram (HR) | (1 Years 11 months) Dec'18 - Present **Senior Executive , Finance**

- Worked as an early team member for OYO Finops business started May'18 to design processes and led end-to-end monthly Reconciliation Statements, Owner payout and closing activities
- Led process design and implementation of Tech Automation
- Responsible for monthly Recon closure, Business Partner Payouts activities along with providing the revenue inputs for MIS Closure complying with strict closing deadlines.
- Single handedly managing Recon activities and Issues of **4 Different Countries** and responsible for **2108 OYO Smart and 813 OYO Homs Properties in England, Thailand, Malaysia and Vietnam**
- Automation and implemented the VAT invoicing process of OYO Commission, and VAS Services
- Drafted 12 Owner Handbooks' for Understand of Reconciliation Statement for Different Deal Types and for Different Countries (Thailand, Malaysia and Vietnam)
- Assisted Business finance team in Business Partner's share renegotiation, Recoveries from the Business partners
- Geared up Automation of Recons in 4 kinds of deals, spill over collection issues, Debit and Credit Note Format Revision as per Country Local Rules and Regulations
- Reduced Owner Disputes by 67% and Increased Owner Partnership Experience by at the utmost level
- Provided support in timely closure of Internal and External Audit, ICFR Audit and Due Diligence.
- Provides Support to Various Team (Revenue, Business, Tax, Payment) and prepared data as per the accordance and ease of the teams, Summary of Property Break up, Summary of Disputes with Reservation Details and Backups, DNCN/Invoices.
- Certified by OYO, for Successfully completed training on
 1. Anti-Bribery & Corruption and Anti Money Laundering
 2. Code of Conduct
 3. Prevention of Sexual Harassment
- Has been awarded with Best performer Award and Every Quarter receiving reward points from Director-Finance in OYO Rooms.

International Business Travels Jul 2019 – Dec 2019

Thailand

S.No	NAME OF THE COUNTRY	PROJECT
1	Thailand (Bangkok & Phuket) July'19	To Train all aspect of deal Execution,Operations,Reconciliation process
2.	Thailand (Bangkok) Aug'19	To set up a Finance Team.
3.	Thailand (Bangkok, Phuket & Pattaya) Dec'19	To control the Churn Process and train finance Team on new deals floating in the system.

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Antilog Vacations Pvt. Ltd, Panchkula (HR)| (1 year 6 months)

Jun 2018 – Nov 2018

Executive - Accounts

- Preparing books of accounts complying with accounting standards and Companies Act, 2013
- Coordinating with International Suppliers
- Handling Emails and maintaining vendor's SOA (Statement of Accounts)
- Verifying and reconciling SOA with Antilog's Database
- Processing of all International Payments through E-net Portal
- MIS Reporting

Rakesh Dhull & Associates. Kurukshetra (HR) | (3 Years)

Feb 2012 – Feb 2015

CA Internship

- Working knowledge in ERP Tally
- Scrutiny of Ledger Accounts with professional experience and knowledge.
- Bank Reconciliation.
- Statutory Audit of Banks, Societies, Schools and College etc.
- Preparing of Financial Statements of Company by complying with Accounting Standards and Companies Act, 2013.
- Maintained books of accounts for varies clients, Partnership firms, Societies etc.

EDUCATION

Qualification	University / Board	Examination	Year of Completion	Percentage
Post-Graduation	Kurukshetra University	M.Com	2016	57.00%
Graduation	Kurukshetra University	B.Com(Computer Application)	2011	61.00%
Intermediate	HBSE	12th	2008	90.00%
Matriculation	HBSE	10th	2006	82.00%

Computer Proficiency

- Information Technology Training of 100 Hours by ICAI
- Practical Expertise in MS Excel, Word.
- Basic Knowledge of MS office, Macros, Tally ERP 9.
- Software's – Anaconda, Spyder, R studio, Hive(Prestro)

Personal details

- Date of Birth : 11th Nov 1990
- Home Town : Ambala, Haryana
- Other Interests: Long Drives, Listening to Music, Playing chess.