



Manisha Mishra

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SNAPSHOT

- A dynamic individual with **nearly 13 years** of experience in Accounting Analysis, Process Management and Team Management.
- *Lastly associated with **Continental Tyre PJ Malaysia Sdn Bhd till Aug 2021** as Process, Policy & Administrative (PPA) Specialist.*
- Deft in conducting analysis to assess **the financial results & profitability implications**; identifying **business risks** & implementing effective mechanisms to mitigate the same.
- An ardent analyst, with a flair for adapting quickly to **dynamic business environments** and adopting pragmatic approach in improvising on solutions and resolving **complex business issues**.
- Proficient in **preparing reports & other statements** with a view to appraise management of the process operations and assist in critical decision-making process.

CORE COMPETENCIES

Financial Analysis

- Collating and interpreting financial data for determining the financial performance of the company.
- Carrying out analysis of different *financial ratios*, research of intra fund movement and analysis of variance.

Finance and Accounts

- Analyzing existing accounting procedures/ systems and restructuring them to attain optimum efficiency levels.

Process Management

- Monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.
- Interfacing and coordinating with Team to ensure operational efficiency.

CAREER CONTOUR

Continental Tyre PJ Malaysia Sdn Bhd

Feb 2020 – Aug 2021

Designation: Process, Policy & Administrative (PPA) Specialist

➤ **Administrative of COMPANY SECRETARY matters -**

- Prepare draft resolutions as per the requirement of the Management and review the same with the Company Secretary.
- Responsible for the resolutions for directors' signature and filling of all the resolutions.
- Coordinate with Company Secretary to ensure all companies under Continental Tyre Malaysia adhere to the latest act/regulation of Companies Commission of Malaysia.

➤ **Project Coordinator for Liquidation of Dormant Companies in Malaysia Jul 2020 – Jun 2021**

- Handled legal aspect in a project for liquidation of 3 dormant companies.
- Periodic coordination and gave update to Board members during project milestone meetings.

➤ **Defining & improving the current Internal controls & Process optimization**

- **Analysis:** Detailed study & analysis of existing processes in Finance, identify gaps & define process improvements.
- **Implementation:** Create and implement initiatives, business process development, and operative process management.
- **Coordination:** Liaise with respective departments and Controllers to coordinate process improvement project activities.
- **Ensure effectiveness:** Inspect effectiveness via internal audit checks of process-improvement initiatives.
- **Measurement:** Evaluate audit findings in line with organization goals and prepare summary report for management with recommendations.
- **Assigning & ensuring adherence of Corporate Sign off Authority:** Key user for corporate DOA and

signing authority. Ensure conferral and withdrawal of DOA and signing authority to users in accordance with corporate guidelines timely and accurately. Review DOA list on quarterly basis on the up-to-date conferral and withdrawal status.

- In-charge of all Finance Standard Operating Procedures (SOP), Works Instruction (WI) and Policies are maintained in Process Oriented Management System (POMS), follow-up renewal periodically. To establish written SOP for Finance.
- **Interim Support in Account Receivable operations as AR Team Lead for Local, Inter Company & Export business. (Mar 2020- Dec 2020)**
- In-charge of all the clearing of Incoming payments for Intercompany customers and local customers in SAP.
- Responsible for the reconciliations of various ICO and Local customers' accounts.
- Handling the various reports related to AR and shared with various stakeholders.
- Involve in COC project, run for local customer to ease them to pay online via FPX for the payment.
- **Audit Coordinator for internal controls and legal matters**
- Liaise with auditors to prepare audit verification letters to solicitors on any outstanding legal cases and to follow-up with solicitors and provide solicitors' replies to auditors on yearly basis
- Coordinate with Statutory auditor (KPMG) in providing Order To Cash (O2C) related audit samples, document trails, process documents etc.
- Handled audit queries and concerns related to legal aspect and O2C process.

Dadu Ram & Co. Noida

Sep 2012 – Sep 2018

Designation: Partner

- Handling Start up business set up.
- XBRL Filling & handling Arbitration cases.
- Conducted Internal audit of manufacturing facilities, corporate office, sales depot at various locations in northern India of *key manufacturer* of cosmetics product.
- Preparing audit report & discussion with management regarding points in audit report.
- Execution of a wide array of assurance service including financial audit, tax audit, and special assignment and management assurance services of organization across diversified sectors.
- Studying & evaluating the client's internal control & financial reporting system.
- Direct interaction with senior level client personal for any issue raised during the audit and discussions of the issue with the senior partners of the firm.
- Involved in Balance Sheet Audit, Vouching of books of account, verification of fixed assets and related records, Ledger Scrutiny.

Modi Mundipharma Pvt. Ltd. New Delhi

Jul 2011- Sep 2011

Designation: Deputy Manager

- Budgeting & Forecasting of New Product line & proposals.
- Sales and Variance Analysis
- Preparation of Financial Instruments (BOE etc.)

ERNST & YOUNG PVT LTD. Gurugram

Jan 2010 – July 2011

Designation: Consultant

- Worked as a member of revenue assurance team for one of India's largest telecom operators.
- Involved in Revenue Assurance Design, implementation & operations, Telecom Network and Billing System, RA and Fraud system.
- Performing risk assessments, developing work plans and project approaches, developing project budgets, establishing quality objectives are met, and building teams to support the day-to-day execution of developed work plans.
- Using operating guides and other working practice documents to establish all are utilized by all team members, and contribute to ongoing development and management of departmental practices
- Develop periodic status reports and final audit reports to communicate results of testing to Management, Executive Management and the Audit Committee
- Brief the Statutory audit team on the client's revenue structure and industry trends.

ACADEMIA

Examination:	Name of institute	Year
CA Final	Institute of Chartered Accountant of India	Nov-2008 (First attempt Both group)
M.Com	Meerut College affiliated to CCS University, Meerut	2007
B.Com	Meerut College affiliated to CCS University, Meerut	2005
12 th	C.B.S.E, K.V Dogra Lines, Meerut	2002

IT FORTE

Applications**MS-Office : H/V Look Up, Pivot, Making Reports- working Knowledge (Excel and PowerPoint)****Accounting package:** working knowledge of **SAP-FI module.**

Achievements

Professional:

- Created many SOPs on process improvement for Accounting, Finance & Taxation function in **Continental Tyres Malaysia.**
- Handled legal & Company secretarial aspect for **Liquidation** of 3 dormant Companies of Continental Tire Malaysia within stipulated project timeline.
- Handled the operation of **Aircel PVT LTD** (Delhi, Haryana Circle, Jammu and Himachal Pradesh) as a Team leader in the Revenue Assurance department.

*Any documents and References can be provided as and when required.