



- **Harshad Ashokkumar Sharma, CMA, CSCA**
- Email: [hsharshadsharma@gmail.com](mailto:hsharshadsharma@gmail.com)
- Phone: (00973)36191348
- Current residence : Bahrain

### **Certification:**

- **Certified Management Accountant, CMA**, from Institute of Management Accountants, United States of America. Passed in 2021
- **Certified in Strategy and Competitive Analysis** from Institute of Management Accountants, United States of America. Passed in 2021

### **Academic Qualification:**

- Bachelor Degree (Accounting) **B.Com**, from University of Mumbai, 1998 , India
- Master of Commerce (Accounting) **M.Com**, from University of Mumbai, 2001, India.

### **Skills, Competences:**

- Expert in FP&A (Financial Planning & Analysis)
- Adeptness of accounting principles & application.
- Proficiency in Microsoft Excel, Google Sheet, ERP.
- Strong communication and interpersonal skills,
- Work collaboratively and lead team effectively.
- Exceptional analytical and problem-solving abilities.
- Knowledgeable in financial regulations, compliance, Expert knowledge of VAT. Undertaking Audit.
- Ensuring Correctness, Authenticity, and Integrity of Financial data. Ability to perform under pressure.
- Experienced in Oracle Fusion.

## ***Professional experience:***

**International School of Creative Science, Bahrain as Assistant Accounts Manager**

**Jun-2024 – Present.**

- **Expertise knowledge in ORACLE FUSION in all functionality AP / AR / GL / FA / CASH MANAGEMENT.**
- Monthly Accounts Closing and preparation of MIS in Oracle. Resolving ORACLE system issues.
- Internal Audit and ensuring the correctness of all accounting, trail balance finalized and prepare schedule.
- Prepare Financial Statements for Audit and Coordinating with Auditors.
- Assist BEAM Finance Manager in preparation of the annual budget and business plan.
- Cash Flow Monitoring by preparing monthly actual an six month's look up on a rolling basis. Monitoring bank account for fund requirements. Responsible for daily / weekly cash report to ensure the integrity of cash balance.
- Ensure that all company policies and procedures are complied with.
- Inter-company reconciliation including liaising with BEAM Corporate Office for resolving open transactions and preparation of schedules pertaining to specified general ledger accounts. Ensuring all open entries from the bank reconciliation are promptly attended.
- Supervising and recording of Journal Entries accurately and timely.
- Regular coordination and follow-up with BEAM Corporate team for payment requests, Account Payable and Bank Reconciliation etc. Liaising with Group of Companies on related party Reconciliations.
- Fixed Assets Recording and Controlling by recording Fixed Assets Registered of the school. Planning and Coordinating Fixed Assets verification on periodic basis and ensuring that they are in agreement in books.
- Monitoring Receivable and Ensuring that receivables are kept to a minimum by regular follow-ups.
- Ensure the issuance of Insurance policies are renewed in a timely manner.
- Periodic inventory checks, expenditure coding, follow-ups with Bank on statement, account balances, salary transfer etc. Review of payroll working and timely bank transfer of salaries through WPS. Regular monitoring of staff advances and fee deductions.

**St Christopher's School, Bahrain as an Accountant.**

**Aug-2015 – May-2024**

- Prepare budget usage report for various Budget Holders. Monitoring Capex and Opex Budget.
- Financial reporting, internal controls, financial analysis for Finance committee.
- Monthly closing, Year end audit and reporting. Liaise with auditors and govt agencies.
- Developing and implementing systems for recording to reporting.
- Coordinating with budget holders and solving queries related to budget usage.
- Expenses approval and budget allocation. Controlling GL.
- Independently carrying out fixed assets capitalization in accounting software.
- Review all financial transactions in accordance with the approved policies and IFRS standards.
- Extracurricular Activities (Sports/Performing arts) and Admissions invoicing & settlement postings. Monthly reconciliation. R2R basis.
- Reconciliation of various prepayment, subscription, bank and GL accounts.
- Assisting team in resolving problems related to accounting, IT and operations.
- Managing team of 6 people.
- Budgeting and Forecasting
- Project Leader in implementing New Software (Optimum ERP) First hand IT support for Optimum.

Worked with **British School of Bahrain** as an **Accountant.**

**July 2011-Aug 2015**

- Independently handled Accounts Receivable (including Invoicing /Billing & collections coordinating / negotiating payment terms with parents) Invoicing of value worth USD 35 Million
- Reconciliation of various GL accounts including Bank reconciliation.
- Termly/ quarterly MIS & Cash flow
- Budgeting and forecasting activities.
- Capitalization of Fixed assets.
- Approving of payments to supplier.
- Processing Payroll for 300+ staff.
- Passing complex journals. Supervision of Cash Office.
- In absence of Finance Manager, I was Acting Finance Manager.

Worked at <u><i>Ebrahim Abdulaal Group of Companies WLL, Bahrain as a Deputy Manager Accounts &amp; Finance.</i></u>
<b>September 2008 to June 2011</b>
<ul style="list-style-type: none"> <li>➤ Manage a team of 10 staff. Responsible for accounts and finance, prepare and review financial reports and budgeting. Administrator of office. Conduct financial analysis to identify trends and opportunities for cost savings. Develop and implement financial strategies and procedures. Monitor and analyse financial performance metrics and prepare monthly, quarterly and annual financial reports.</li> </ul>
Worked with <u><i>Four Seasons Hotel, Mumbai, India as a Finance Supervisor</i></u>
<b>December 2007 to August 2008,</b>
<ul style="list-style-type: none"> <li>➤ Major responsibility was to manage Accounts Payable department, controlling GL, Income statement and cash flow.</li> </ul>
Worked with <u><i>Khaleej Times, Dubai, UAE as a Deputy Supervisor Advertisements Billing</i></u>
<b>July 2006 to October 2007</b>
<ul style="list-style-type: none"> <li>➤ Major responsibility was to supervise the Billing Department and do the invoicing for advertisement appearing in newspaper.</li> </ul>
Worked with <u><i>Taj Hotels, Mumbai, India as an Accounts Executive.</i></u>
<b>December 2005 to June 2006</b>
<ul style="list-style-type: none"> <li>➤ Major responsibility was to manage Accounts Payable Department and capitalization of fixed assets, assist Finance Manager to make monthly MIS.</li> </ul>
Worked with <u><i>Compass Connections, India as an Accounts Executive.</i></u>
<b>March 2005 to November 2005</b>
<ul style="list-style-type: none"> <li>➤ Major responsibility was to do the outsourced accounting work for the companies in UK. i.e. Handling accounts payable department of a company in UK P2P process, process payroll, generating financial reports R2R and O2C process</li> </ul>
Worked with <u><i>M/s Loha Ispat Limited, India as a Commercial Officer</i></u>
<b>August 2002 to October 2004</b>
<ul style="list-style-type: none"> <li>➤ Worked in all the important functional areas of business, worked in accounts &amp; finance, legal, commercial &amp; excise and administrative department of company.</li> </ul>
Worked with <u><i>M/s Kuldip Mehta and Co. Chartered Accountant, India, as an Audit Assistant.</i></u>
<b>February 1999 to February 2002</b>
<ul style="list-style-type: none"> <li>➤ Statutory Audit.</li> <li>➤ Internal Audit.</li> </ul>