

SEEMA VERMA

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EXPERIENCED FINANCIAL ANALYST, ACCOUNTANT AND BOOKKEEPER

A detailed-oriented, finance professional with over 10 years of experience as Financial Analyst, staff accountant and bookkeeper. Hands on experience in providing financial assistance to senior management through data analysis for financial reports. Has a sound understanding of corporate social responsibilities and contributed around 200 hours for workplace success, in 10 years of volunteer experience with public schools.

CORE SKILL STRENGTHS

Administrative Skills: Data Analysis | Bookkeeping and Accounting | Billing | Fixed Asset Management | Accounts Payable | Accounts Receivable | Customer Service | Team Leader | 60 WPM Typing speed

Computer Skills: MS Office | MS Outlook | SAP CO | SAP FI

SELECTED ACHIEVEMENTS

- Service Commitment Award at Johnson Matthey India Private Limited for successful project completion worth (\$8.5m) in 2013.
- Reduced paperwork by 70% at Johnson Matthey by converting all accounting procedures to an electronic form and revamped the accounting system, resulting in increased efficiency in handling accounting controls.

EDUCATION

North American Business Management Post Baccalaureat Diploma

Capilano University

Completion 2021

Master of Business Economics (Finance)

Guru Jambheshwar University, Hisar, India

2004

Bachelor of Commerce

Maharshi Dayanand University, Rohtak India

2002

PROFESSIONAL EXPERIENCE

Assistant Manager-Finance

Johnson Matthey India Private Limited, Gurgaon India

2014-2018

- Reduced processing time for Group reporting by 50%, using advanced MS-Excel skills, thus reducing errors by 50% and meeting all deadlines.
- Adeptly handled vendor and customer matters including generating credit days for business working capital.
- Showed confidentiality and professionalism in the organization and towards diversified group companies by following Group policies.
- Controlled full-cycle bookkeeping schedule for over 30 business units in different countries including Canada maintaining deadlines and quality of work with 40% less error per month.
- Adapted to diverse work styles and consistently provided friendly, personable service to the team and intra-group companies.

Officer and Senior Officer Finance

Johnson Matthey India Private Limited, Gurgaon India

2008-2014

- Collaborated with KPMG, Deloitte and PWC over internal and external audits, determining hypothetical data analysis, report deliveries and withholding tax calculations for Group Companies in Canada, USA, Europe, and Asia.
- Increased employee satisfaction by accurately handling the travel bills, answering questions regarding correct and accurate reimbursement claims entry and the use of online travel management system.
- Reduced funds discrepancies by 60%, collaborating with Citibank, HSBC Bank, treasury functions negotiating interest rates for borrowing for working capital on daily basis for more than \$8m-term loans.

Volunteer Experience :

Easter Seals, Vancouver, BC

March 2019-Present

Volunteering 1 day in a week and working as an Accounting Clerk.

Capilano University, North Vancouver, BC

January 2019 – Present

Volunteering 3 hours per week coordinating as an usher and interacting diverse personalities.

Johnson Matthey India Private Limited, Gurgaon, India

September 2009-2018

Worked with students and professionals helping with teaching poor children in shelter homes; arranged events and workshops.