

## ROSHINI BANZ

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### SUMMARY of STRENGTHS

To thrive and contribute to the organization and emerge as a key individual, to achieve a challenging career that effectively utilizes my experience in the areas required. To strive for excellence and progress in the field of Finance and give sincere dedication with effective problem solving & decision-making skill. Strong work ethic and determination to succeed.

### ACADEMIA

MBA Finance	Sikkim Manipal University	2008
Masters in Commerce	Mumbai University	2004
Bachelors in Commerce	Mumbai University	1999

### WORK EXPERIENCE

#### From : June 2023 –Dec 2023

**Organization :** MPH TECHNICAL SERVICES W.L.L  
**Division :** Outsourced to Client - North Oil Company  
**Designation :** Cost Controller

#### Job Profile

- Validating invoices based on contract conditions and company policies by scrutinizing the unit rates, amount/calculations, scope of work & location, delivery dates and relevant authorizations.
- Coordinating with vendors related to rejected invoices or any other issue with the invoices.
- Liaised with Contract and Procurement (C&P) team for clarifications on contract clauses relevant to invoice and PO related issues.
- Verified unclear technical details in Purchase Order and invoices with technicians to ensure compliance with the contract.
- Organized all communications with the C&P team/ Entity contract owner related to PO and invoice queries in our shared file for ease of reference of fellow team members.
- Closing Open PO after coordinating with Entity
- Releasing PR and PO in compliance with quotation and contract.
- Focal point for checking validating and releasing all FOPS subcontracting PO.
- Validating Budget Reference in SAP (after checking budget availability)
- Preparing report for Open PO and liaising with PO owner to close unconsumed or exhausted PO.
- Preparing report for Purchase Requisition with unvalidated Budget reference and following with PR requisitioned to provide Budget reference.
- Coordinating with various entity within NOC whenever required (Field OPS, Contracts n Procurement, Accounts Payable, SAP team etc.)
- Supported the Team by ensuring all required data are properly filed and relevant logs are up to date.
- Promoted good information dissemination between teammates to increase efficiency of the work by scheduling meetings for brainstorming sessions.

#### From : June 2022 –April 2023

**Organization :** Brunel Oil & Gas Services W.L.L.  
**Division :** Outsourced to Client - North Oil Company  
**Designation :** Administrative Assistant (Ruya)

#### Job Profile

- Administrative work, Approving Expense Claim, Coordinating for Mission, Checking Travel invoices.

#### From : July 2021 – April 2022

**Organization :** Brunel Oil & Gas Services W.L.L.  
**Division :** Outsourced to Client - North Oil Company  
**Designation :** Invoice Processor – Accounts Payable, Finance Dept

#### Job Profile

- Comply to Purchase to Pay process for tasks related to AP activities.
- Verification, processing, and timely settlement of incoming invoices to ensure payment within agreed supplier payment terms.
- Perform preliminary checks on invoices such as currency, dates, external commitment doc (PO, LPO).
- Initiating validation workflow (depending on doc type)
- Ensure non-compliant invoices are rejected and information provided to vendor in order to take corrective actions.
- Daily and timely follow-up and clearing of all issues received through accounts payable generic email.
- Responding to Supplier enquires and updating supplier about invoice status.
- Maintaining supplier accounts, in accordance with company procedures including reconciling supplier statements and resolving differences.
- Liaising directly with supervisor, Lead Accounts Payable, Budget holders and team members to resolve any issues.
- Ensure communication with Cost Control, Contracts and Procurement and Technical department on relevant issues.
- Preparing Reports as required.
- Ensure support and completion of task as required by AP Team.

**Achievement: Received Nahr Umr Award – Certificate of Recognition for Behavior, Role Modelling and Ethics**

**From : January 2018 – September 2019**

**Organization :** MAN Enterprise Qatar  
**Designation :** Accountant  
**Division :** Head Office

**Job Profile**

- Handling Banking Operations and Accounting.

**From : June 2007 – April 2016**

**Organization :** FinTech Corporation Pvt Ltd. (Group Co. of Reliance Industries Ltd.)  
**Designation :** Manager – Finance and Accounts (Treasury Department)  
**Division :** Oil & Gas - Exploration & Production

**Job Profile**

- LC opening and monitoring.
- Helped the SAP IT team with my inputs regarding the automation of accounting procedures and doing the test run for Implementing Advance level of SAP
- Calculation of Fund requirements for various payments of blocks.
- Passing entries in Sap relating to transactions – vendor payments (foreign & INR), tax payments, recovery, funding.
- Bank Reconciliation in Sap.
- Preparation of daily Cash flow statement. Preparation of weekly and monthly cash forecast
- Reconciliation of Cash flow and forecast to identify variances.
- Preparation of MIS report and ensuring its correctness.
- Preparation of Partner Share Details.
- Assisting for resolving Internal Audit queries.

**From: July 2005 – August 2006**

**Organization :** ICICI Bank Ltd., Mumbai  
**Designation :** Officer  
**Division :** Corporate & Institutional Banking Division

**Job Profile**

- General Banking Operations and Cash Operations

**From :** August 2004- July 2005  
**Organization :** Bharat Udyog Ltd.  
**Designation :** Accounts and Import Co-Ordinator

- Handling Accounting, Banking, Import and Reporting function.

**From :** March 2002- July 2004  
**Organization :** Ispat Sales (I) Pvt. Ltd., India  
**Designation :** Accountant

- Handling Banking and Import related function.

**From :** July 2001- December 2001  
**Organization :** Pan Arab Consultancy and Engineers, Kuwait (Visit Visa)  
**Designation :** Secretary

- Overall Administrative work.

**COMPUTER PROFICIENCY**

- ☐ Well versed with SAP
- ☐ Well versed with MS-office

**PERSONAL DETAILS**

**Date of Birth :** 8<sup>th</sup> September 1978  
**Address :** C 12, Barwa Residential Complex, Al Saad, Qatar.  
**Qatar ID :** 27835644183  
**Sponsorship :** Husband's sponsorship - Qatar Museum Authority