Candidate Name:	Shreeya Unnadkat
Previous Job Title:	Senior Financial operations Analyst
Skill Set Summary:	• Strong technical accounting knowledge • Proficient in various accounting software's and excel • Multi-entity experience • Proven ability to work under pressure • Excellent accounts payable and accounts receivable knowledge • Confident communicator • Month end management
Professional Qualifications:	• ACCA Qualified - (first time passes) 2024
Education:	BSc Finance and Accounting (1st class honours) Brunel University 2019 A Levels: Economics, Accounting, Maths, I.T Nower Hill High School 2015 GCSE's Nower Hill High School 2013
IT/System Skills:	Advanced Excel, PeopleSoft, Sage, MyMicros, Opera Property Management System, 3C Payment, Adaco, IRIS, Power BI
Salary Sought:	£55,000 per annum
Notice Period:	Immediately available
Consultant Summary:	Finance professional with over 7 years of experience in corporate and hotel finance, specialising in cost control, financial reporting, and stakeholder communication. Proven ability to deliver actionable insights through detailed analysis, reporting, and presentations to senior leadership. Experienced in statutory accounting, audit support, and systems such as PeopleSoft and Excel, with ongoing development in Power BI. Strong understanding of financial operations within both regional headquarters and hotel environments.

Professional Experience

SENIOR FINANCIAL OPERATIONS ANALYST
Hilton Regional Headquarter Europe
January 2022 - March 2025
Hilton is one of the largest and fastest growing hospitality companies in the world, with more than 5,100 properties with more than 838,000 rooms in 103 countries and territories.

Key achievements:
• Developed a cost centre manual and detailing common queries from costs centre managers across the region, increasing efficiency in the business

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- There was a situation where the payroll for a senior leader was forecasted/actualising incorrectly/in the wrong cost centre, so Shreeya created a payroll report to show the discrepancies with team members – they now update the payroll forecast on a regular basis improving forecast accuracy
- Analysed data on bonus payments to staff and built a complex excel report to accurately forecast the bonus payment each month

Duties and Responsibilities:

- Supported with cost control including detailed analysis of cost trends, explanation of variances to budget and proposing remedial actions
- Sole responsibility for month end
- Prepared financial statements for over 100 UK entities
- Gave presentations to senior management on cost centre performance
- Analysed information and prepared presentations and reports used by higher management across the organisation
- Developed complex excel reports used within the team
- Currently learning how to use Power BI
- Developed a cost centre manual and held multiple webinars detailing common queries from costs centre managers across the region
- Raised invoices for suppliers and had to liaise with the tax team to decide whether to charge VAT, e.g. if foreign supplier - don't charge VAT
- Kept track of money owed to the hotel and updated records when payments came in.
- Chased late payments by emailing and calling customers to follow up.
- Helped with month-end tasks like checking balances and putting together reports.
- Worked with other teams (like front desk and events) to sort out any billing issues

Reason for leaving: After passing her final ACCA exam, Shreeya was looking for some progression which Hilton could not offer at the time. She decided it was a good time to look for a new opportunity.

UK STATUTORY REPORTING ANALYST
Hilton Regional Headquarter Europe
October 2022 - February 2024

Duties and Responsibilities:

- Maintained accounting records for various international subsidiaries, including recording month end close journals using financial systems (PeopleSoft)
- Participate in reporting projects relating to new accounting standards such as the new revenue recognition, financial instruments and leasing standards
- Completed audit statutory accounts process and supporting schedules for UK legal entities
- Prepare balance sheet reconciliations and commentary
- Variance analysis
- Research and respond to information requests and audit queries by communicating with key stakeholders, departments, management, and auditors as required

ACCOUNTS CLERK PLACEMENT
Sheraton Hotels and Resorts
October 2017 - September 2018

Duties and Responsibilities:

- Participated in a one-year work placement, rotating in the following divisions which enabled her to gain a broad exposure to the different accounting and finance roles within a hotel and how these teams interact with each other
- Income Audit Division: Ensuring that the revenue recorded by the hotel is accurate, creating and submitting journals, correcting suspense account errors, preparing credit card reconciliations and month-end process

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- Accounts Payable Division: Posting invoices onto PeopleSoft, coding invoices for expense allocation and checking statements from suppliers
- Cost Control and Receiving Division: Creating purchase orders, receiving deliveries in the system according to delivery notes, applying invoices to purchase orders, dealing with credit notes, and creating requisitions
- Accounts Receivable Division: Inputting invoices, recording receivables, chasing aged debtors, month-end process and working with other departments

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