

SUCHITA SHETTY

204, Shreeram Towers, Lok Rachna Complex, Amar Nagar, Mulund (W), Mumbai – 82

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Professional Profile

Post graduate in Commerce with an MBA in Finance and HR from renowned university with more than 20 years' experience driven to cut company costs and boost company revenue and adept at problem solving, decision making, negotiations, persuasion and communication.

Multi-functional and multidisciplinary experience in Internal Audit, Procurement , Human Resources, Finance , Budgeting and Financial Controls.

Closely worked as a Financial Controller for the following depts., - Catering , Inflight, Airport Services, GSD, Flight Operations, HR, Purchase , etc.

Areas of Expertise

- | | |
|--|---------------------|
| - Cost Control | - Process Redesign |
| - Policy Improvements | - Problem Solving |
| - Inventory Management | - Vendor Management |
| - Negotiations, Persuasion & Communication | - Decision Making |
| - Budgeting and Finance | |

Experience – Jet Airways (I) Ltd , 1995 onwards

Financial Controls - FP & A (Sr.Manager – M1) – March 2017 onwards

- ♦ Review of capex & revenue expenditure requirement of user department
- ♦ Identifying cost saving & revenue generation initiatives with user dept. & tracking the progress on a monthly basis (INR 634 CR in FY 17-18)
- ♦ Monthly MIS reports to the management with justifications, suggestions of alternate modes to the user department, minimizing of costs through alternate mechanisms.
- ♦ Assisting departments in the compilation of the yearly budgets in line with the level of operations

HR Commercial (Sr. Manager - M1) - March 2016 -March 2017

- ♦ Review the financial implications on personnel policies, streamlining processes, preparing the Manpower budget for the organization following the zero based budgeting process
- ♦ Review the manpower requirement with the level of operations
- ♦ Drafting of personnel policies – i.e. Cellular Policy, Car Policy, Posting Policy, Travel Policy to name a few

Financial Controls & FP&A (Sr. Manager - M1)- March 2013 – March 2016

- ♦ Team Member of CCMO (Cost Conservation & Management Office) process which involves monitoring the expenditure and pay-outs of the company before a commitment is made, put into practice by Etihad Airways.
- ♦ Team member of R2P (pet project of the organization) to steer the organization towards profitability directly reporting to the CEO. This requires monitoring of the departmental spends, evaluation of projects, preparation of business cases & follow up with departments on alternate modes for reducing costs for improving the bottom line of the company. INR 227 CR was the savings identified in FY15-16 & INR 650 CR in FY 14-15

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Finance & Accounts (Manager - M2) March 2009- March 2013

- ♦ Handled with a team of accounts personnel the following activities –
 - Food , Cabin & Lounge Amenities
 - Vendor Negotiation & their payments
 - Ensuring Invoice booking in SAP , reconciliation with vendors for deviations, tracking of volume discounts & preparation of MIS reports

Financial Controls (Manager – M2) January 2001- March 2009

- ♦ Management of Capital Investment Module in SAP, Monitoring and analysis of the procurement of capital assets as well as precise tracking of unused assets and its proper utilization / disposal.
- ♦ Part of the implementation team involved in the transition from SAP 4.7 to SAP EEC 6 for Asset Management Module

Procurement Commercial (Assistant Manager) March 1999 – December 2000

- ♦ Collating of information and data of vendors
- ♦ Tracking of stores inventories and monitoring of inventory level
- ♦ Review of Purchase Orders before they are approved & released to vendors
- ♦ Comparatives of tenders and shortlisting of viable vendors

Internal Audit (Executive) November 1995 – March 1999

- ♦ Comprehensive Audits of all locations throughout the network where Jet had its operations (Financial & Operational Audits as well as physical inventory of assets.
- ♦ Carried out diagnostic studies as and when required by the Management w.r.t review of petty cash, contracts & agreements, HR policies and procedures, inventory management, etc.

Key Accomplishments

Was part of various cost saving team that saved the organization INR 634 CR in the FY.2017-18, INR 232 CR in FY 2016-17, INR 227 CR in FY 2015-16 & INR 650 CR in FY 2014-15. This included joint meeting with respective HOD's, identifying the initiatives and ensuring monthly compliance of the same.

Education

MBA in Finance & HR from Welingkar Institute of Management Development & Research

MCOM from Mumbai University