

MS. BEENA SAMUEL

PROFILE

- Experience in Accounts payable, Claims processing- Modern Trade & Traditional Trade
- Excellent Coordination in projects and successfully completing the project
- Ensuring accurate mapping of schemes in SAP for PAN India
- 12 years of teaching experience in graduate and post graduate level.
- Conducting & coordinating assessment, recording & reporting of student's progress.
- Clear understanding of minute details with good analytical skills. Motivated to learn, grow, and excel in the organization I work with.

CONTACT

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PERSONAL DETAILS

Date of Birth : Sep 4, 1988
Marital Status : Married

SKILLS

- Financial Management
- Change Management
- SAP experience
- Team Management & coordination
- Stakeholder Management
- On Boarding training to new employees in collaboration with Training Team
- Excellent Communication skills
- MS Office skills

WORK EXPERIENCE

Eternal University, Baru Sahib- [Asst. Professor]

Sep 2023 to till date

Subjects Handled for Undergraduates & MBA Business Analytics

- Management accounting, Financial Management
- Foundation of Modern Finance, Cost Accounting
- Financial Institutions & Markets,
- Managerial Economics & Personality Development

Administrative Work Area

- Acting as a Coordinator in MBA Business Analytics Program.
- Acted as Co-ordinator for organizing an International Conference on "Business and Society Interface: Contemporary Management Practices and Issues before India Inc. – Global & Indian Dimensions" on 9th & 10th March 2024
- Acted as Committee Member in for Course Curriculum Development as per NEP.
- Acting as IQAC Coordinator for ACECM since June 30th 2024

Abbott Healthcare Private Limited (Finance Executive)

May2022 to Aug 2023

Work Area

Managing South1 & East Regions single handedly as Regional Finance

- Handling claims management (entire Accounts payable)
- Managing claims for all channels – General Trade, Modern Trade and E Commerce
- Monitoring ledgers and liaising with Supply Chain for ledger hygiene
- Collaborating with Tax team for GST reconciliation
- Ensuring periodic No Dues Claim certificate (NDC)
- Publishing monthly MIS to stakeholders
- Attending to Audit requirements promptly

Manage Price Masters

- Timely price master mapping for scheme billing
- Coordinate with stakeholders to get required data for price mapping
- Liaise with IT team on masters' maintenance
- Ensure accuracy and address concerns

Project handled –

SAP Security Role Re-designing

- Handled Change management deftly during SAP role re-design for all Abbott Nutrition Users
- Actively coordinating with IT team and cross functional teams of entire ANI (Abbott Nutrition India)
- Diligently followed up with all spocs and certain individual users for closure of open points.
- **Received Abbott excellence award in the first quarter of joining;for outstanding contribution and resolving the issues in 3 days**

AMBITIONS-

- To be part of a great organization and being Enthusiastic to learn new & challenging things where I can brainstorm & contribute to team success through hard work, attention to detail.

INTERESTS

- Singing
- Cooking
- Coin collection

ACTIVITIES

- Gyiming
- Club activities

WORK EXPERIENCE

Western College of Commerce & Business Management [Asst. Professor & Exam Chairperson]

JUNE 2013 – MAY 2017

Subjects Handled

- Financial Management
- Management accounting
- Investment Analysis
- Project Management
- Worked as Examination Chairperson and helped build a system in the college.
- Handled internal as well as University exam of more than 1500 students.
- Drove operational improvements which resulted in savings time and improved the productivity & quality of my team.
- Developed team communication and information for various exam meetings.
- Worked in various groups like sports, discipline and cultural committ

Indira Institute of Business Management] Asst. Professor & M.M.S Coordinator

June 2017– May 2018

Subjects Handled

- Financial Management
- Corporate Finance
- Investment Analysis
- Project Management
- Headed the Corporate Social Responsibility (CSR) activities. Organized a Blood Donation Camp.
- Managed filing systems for electronic and hard copy documents to keep organized records.
- Managed office activities by maintaining communication between students and tracking records and filing all documents.
- Maintained accurate, recent and compliant financial records by monitoring and addressing variances.
- Assessed personnel performance and implemented incentives and team-building events to boost morale.

Model College- Dombivili [Asst. Professor]

June 2018 – April 2022

Subjects Handled

- Financial Management
- Corporate Finance
- Investment Analysis
- Project Management
- Cost accounting
- Developing team communications and information for various committee meetings.
- Resolving conflicts and negotiating during industrial visit. Maintained excellent attendance record.
- Excellent in managing & conducting examination.

EVENTS ORGANIZED

- Blood Donation Camp in association with D.Y Patil Hospital.
- Visit to NGO's namely Seal Ashram and Ashray school.
- Outdoor management training programs for students.
- Personality development programs for students.
- Certification courses for students.
- Inter department Fests.
- Sports & Arts
- Organized Industrial Visits

EDUCATION

UGC NET- Qualified NET in 2012, secured 64%

Masters in Management Studies (MMS)- specialized in Finance [2014-2016]- Mumbai University

Consistently performed great in all semesters and secured 71% with 'A' grade.

Masters of Commerce (Mcom) [2009-2011]- Mumbai University

Secured 62% and one of the toppers in the college and topper in the subject of tax.

Bachelors of Commerce (Bcom) [2006-2009)- Mumbai University

Consistent performer and secured 71% in the final semester

ACCOMPLISHMENTS

Papers presented

- "Behavioral Finance - Can Investment Decisions Be Biased" at International Conference on Management, Commerce, Law, Banking & Social Sciences and Environment. Publication is in UGC listed journal "AJANTA" ISSN NUMBER 2277-5730
- "Microfinance: A Way Out For The Poor" at International Conference on Management, Commerce, Law, Banking & Social Sciences and Environment. Publication is in UGC listed journal "AJANTA" ISSN NUMBER 2277-5730