

MARTINA SHRIVASTAVA

martinashrivastava8114@gmail.com | 9326696567 | Mumbai - 421301

Summary

Methodical Audit Executive known for high productivity and efficient task completion. Specialized in financial analysis, compliance auditing and risk management. Excel at time management, critical thinking and problem solving to ensure thorough audit processes and accurate reporting. Committed to maintaining integrity and confidentiality in all aspects of work.

Treasury - Aligned Skills

- Cash Flow Analysis
- Bank Reconciliation Review
- Financial Controls
- Vendor Payment Process Audit
- Liquidity Monitoring Support
- Compliance & Risk Assessment
- Treasury MIS reporting
- Understanding of corporate banking operations

Technical Skills

- Advanced Excel (VLOOKUP, Pivots, SUMIF, Automation)
- SAP Hana
- Microsoft PowerApps
- Strong documentation & process mapping

Strengths

- Strong analytical and numerical ability
- High attention to details
- Process-oriented mindset
- Ability to transition quickly into Treasury operations
- Strong communication

Career Objective

To secure a role in the Treasury department where I can apply my audit background, financial process Expertise, and analytical skills to support cash flow management, liquidity planning, banking operations, and financial control strengthening.

Experience

B S R & Co. LLP (KPMG India) | Mumbai
Audit Executive
04/2021 – Current

- Conducted audits covering cash management, fund flow, bank reconciliation, and vendor payment cycles, ensuring compliance with internal controls.
- Reviewed treasury-related processes, identifying gaps in liquidity monitoring, approval workflows, and cash accounting.
- Collaborated with finance teams to validate cash flow statements, supporting month-end and quarter-end closings.
- Verified bank statements, loan schedules, and interest computations to ensure accuracy and compliance.
- Assessed risks across financial processes, prepared audit reports, and recommended improvements that strengthened operational efficiency.
- Coordinated with cross-functional teams to ensure adherence to policies related to payments, banking operations, and financial documentation.
- Identified process gaps which resulted in a 30-40% improvement in compliance accuracy

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- Participated in internal audit assignments focusing on Treasury operations, cash disbursement checks, and bank interactions.
- Strengthened financial controls across cash & bank modules, reducing reconciliation discrepancies.
- Ensured accuracy in fund movement documentation, improving audit trails for treasury-related activities.

Kotak Mahindra Bank Limited | Mumbai
Relationship Manager
10/2019 – 04/2021

- Developed strong client relationships to enhance customer satisfaction and loyalty.
- Managed client portfolios, ensuring timely responses to inquiries and requests.
- Provided financial advice to clients based on market trends and product offerings.
- Analyzed client feedback to improve services and address concerns proactively.
- Maintained accurate records of all client interactions in the customer management system.
- Identified customer needs, developed customized solutions, and provided knowledgeable advice.
- Developed and maintained strong relationships with clients to ensure satisfaction and loyalty.

Certifications

- Advanced Excel Certification
- Power BI

Exposure

- **Cash Flow Review Project:** Evaluated completeness and accuracy of weekly and monthly cash forecasts, worked with finance teams to identify deviations.
- **Bank Reconciliation Audit:** Conducted detailed review of bank reconciliations across multiple accounts, identifying and rectifying inconsistencies.
- **Payment Process Audit:** Examined vendor payment cycles, approval workflows, and compliance gaps experience directly applicable to Treasury operations.

Education and Training

K. J. Somaiya College of Arts and Commerce | Mumbai
Bachelor of Commerce
Graduated on 03/2019

K.M. Agarwal College of Arts, Commerce and Science –
HSC
2016

Languages

English – Proficient (C2)
Hindi – Proficient (C2)
Marathi – Proficient (C2)

Awards and Honors

Kudos Award – Q4 (2022)
Kudos Award – Q1 (2024)
Spot Award – Q3 (2024)