

# Masab A. Kadir Kalave

## FINANCE & ACCOUNTS PROFESSIONAL



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### Education & Credentials

- MBA (Finance) from Pune University, India in 2014
- B.Com. from Mumbai University, India in 2012  
(Degree Attested from UAE Embassy New Delhi, India)
- HSC from Kolhapur Board, India in 2009
- SSC from Kolhapur Board, India in 2007

### Profile Summary

- A result-oriented professional with 7 years' experience; competent in reviewing & finalizing balance sheet accounts and profit & loss accounts at unit level while ensuring integrity of all reported financial statements
- Experienced in spearheading a wide spectrum of Finance & Accounts activities encompassing finalization of accounts, cash flow management, dealing with banks/ financial institutions, bank reconciliation, inter-company reconciliation, & so on
- Experienced in developing payable controls & procedures that improved timeliness and accuracy of recording & payment of transactions
- Skilled in examining & analysing accounting records, financial statements and other financial reports to assess accuracy & completeness and ensuring conformance to reporting & procedural standards
- Insightful knowledge of International Financial Reporting Standards (IFRS), Corporate Governance and General Accounting Practices (GAP)
- A go-getter with strong communication, coordination, analytical & networking capabilities

### Core Competencies

Finance & Accounts	●●●●●●
Accounts Payable	●●●●●●
Accounts Receivable	●●●●●●
Monthly Account	●●●●●●
Reconciliations	●●●●●●
Compliance	●●●●●●
Journal Entries & General Ledger	●●●●●●
MIS & Reporting	●●●●●●
Sales & Marketing	●●●●●●

### Soft Skills

Communicator	●●●●●●
Motivator	●●●●●●
Attention to Detail	●●●●●●
Analytical	●●●●●●
Team Player	●●●●●●

## Professional Experience

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### **November' 22- Present**

#### **WPP Marketing Media, Mumbai as Account Analyst in Accounts Payable**

##### **Key Result Areas:**

- Managing Accounts Payable using accounting software and other programs
- Handling accounts payable for separate entities and vendors.
- Establishing and maintaining relationships with new existing vendors
- Ensuring bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures.
- Processing due invoices for payments
- Reconcile accounts payable transactions.
- Monitor accounts payable transactions.
- Generating reports detailing AP booking status (Ageing report with Ageing commentary on Open Debit items)

##### **Highlights:**

- Reconciling Intercompany Accounts transaction also includes assuring those transactional relationships between the entities are in balance.
- Cooperation with external auditors to carry out the annual audit & other financial management.

### **April' 22 – October' 22**

#### **Grant Thornton Advisory Pvt Ltd, Mumbai, as Consultant in CFO Service**

##### **Key Result Areas:**

- Handling accounting role of AR, AP, GL, etc.
- Responsible for day-to-day finance and accounts operations
- Perform full set of accounts and ensure timely closing.
- Perform costing and sales monitoring and control.
- Preparation of monthly, quarterly and annual financial reports
- Maintaining accurate and up to date records of all financial transactions
- Preparation payment vouchers & Passing journal entries for expenses.

##### **Highlights:**

- Reconciliation of bank statements
- Cooperation with external auditors to carry out the annual audit & other financial management.

### **July' 18 – July' 19**

#### **Starcup Coffee Co. Dammam, Saudi Arabia as Sr.Accountant**

##### **Key Result Areas:**

- Process Vendor invoices for goods and services, ensuring accuracy and compliance.
- Validate AP Invoices and handled batch payment and fund transfer.
- Process foreign currency payment and manage vendor advances with monthly follow ups.
- Handled Accounts Receivable, including timely collection of overdue payments.
- Generate and review weekly/ monthly financial reports and support month end reporting.
- Assists the General Ledger team with bank reconciliations and apply debit and credit notes.

##### **Highlights:**

- Managed Prepayment and credit note applications.
- Conduct Bank reconciliation and contributed to MIS

### Sep' 16 – Jun' 17

#### Getwell Pharmaceuticals & Cosmetics, Lesotho (S. Africa) as Senior Financial Accountant

##### Key Result Areas:

- Planned and executed monthly / quarterly / annual closure schedules; provided monthly financial statements; administered the entire activities from bookkeeping to trial balance.
- Performed reconciliations of general ledger & balance sheet, managed day-to-day activities of accounting including preparation of VAT returns, payroll management, and cash flow forecasting.
- Collaborated with Accounting Manager to develop internal controls and evaluating the finance department's adherence to regulations.

##### Highlights:

- Accelerated the monthly reconciliation process.
- Monitored all purchase and expense accruals that had aged more than 15-20 days and ensured timely reversal of over accruals.

### Jan' 15 – May' 16

#### Lakshmi SPRL, D.R Congo Kinshasa as Senior Accountant

##### Key Result Areas:

- Assisted the Head of Finance with managing the company's business risks and administering Finance Payroll
- Performed periodic reconciliations of selected ledger accounts on a monthly or quarterly basis
- Summarized current financial status by collecting information; prepared the balance sheet, profit and loss statement, and other reports like Petty Cash, & so on
- Reconciled financial discrepancies by collecting and analyzing account information
- Maintain bookkeeping databases and spreadsheets, updating information as needed communicate with previous clients and customer to request payment and arrange payment plans

### Oct' 13 – Oct' 14

#### Infosys, Pune as Junior Accountant

##### Key Result Areas:

- Handled the day-to-day processing of Accounts Payable (AP) transactions to ensure that organizational finances were maintained in an effective, up-to-date and accurate manner
- Received and verified invoices and requisitions for goods and services; assured those procedures pertaining to sign-off, coding, scanning and payment were followed
- Researched and resolved Accounts Payable (AP) problems and issues with vendors and employees
- Analyzed and reconciled accounts related to departmental budgets and vendor accounts

##### Highlights:

- Processed an average of 90 invoices and 90 Reports per week, including coding and obtaining authorization
- Handled monthly reconciliation of creditor accounts

## Certifications & Trainings

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- Certificate course in Computer Operating
- Certificate course in Tally (9.0, and 7.2)
- T-100 "Accounting Fundamental" Certification
- 1-month Foundation Training at Mysore



## Personal Details

**Date of Birth:** 18<sup>th</sup> June 1991

**Languages Known:** English, Basic- French, Arabic, Urdu, Hindi, Marathi

**Address:** Seawood West, Navi Mumbai

**Passport Details:** U8610008

**Nationality:** Indian

**Marital Status:** Married

