

# Ithee Hiren Bhanushali

Mumbai, Maharashtra – 410206

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## Professional Summary:

Detail-oriented Accounting Professional with 5+ years of expertise in optimizing financial operations across Accounts Payable (AP), Accounts Receivable (AR) and Reconciliation (BRS). Proven track record of reducing process errors and enhancing team productivity through strategic process improvements and automation. Skilled in invoice processing, process analysis, and driving operational efficiency. Strong communicator, skilled at translating complex data into actionable insights.

## EDUCATION:

### Graduation

- Course – BBA / BMS (Accounting and Finance)
- College - Mumbai University
- Year of Passing – 2018

## WORK EXPERIENCE:

### Company 1: Quattro Business Support Services

Duration: 19th Dec 2024 – 25<sup>th</sup> Feb 2025

Designation: Accountant

- Managed end-to-end Accounts Payable, Accounts Receivable, Payroll, Expense reports and intercompany transactions for multiple clients, including those with multi-currency operations.
- Managed monthly bank and credit card reconciliations, achieving a 0% discrepancy rate
- Served as a client-facing accountant, working closely with the US finance team to address questions and maintain process alignment.
- Collaborated with cross-functional teams to support and respond to ad-hoc finance and reporting requests as needed.
- Handled daily bookkeeping using Cash and Accrual accounting, including Bank and Credit Card (CC) entries, vendor bills, invoices, and journal entries for accruals, prepaids, and deferred revenue.
- Reviewed customer contracts and ensured invoices were set up correctly based on billing terms and deliverables.

### Company 2: SHJ International

Duration: 16th March 2022 – 21<sup>st</sup> October 2024

Designation: Team Lead - Finance Operations

- Led a lean team, optimizing Accounts Payable (AP) & Accounts Receivable (AR) functions with a 35% efficiency boost for both US and Canadian vendors and suppliers.
- Facilitated effective written and verbal communication with onshore clients, ensuring clarity and alignment on project objectives and requirements.
- Utilized SaaS-based logistics software, reducing invoice processing errors by 25%.

- Designed and implemented efficient processes, providing training for both domestic and international teams, particularly in Less than Truckload (LTL) logistics and Canada-specific operations.
- Conducted bank reconciliation (BRS) and analyzed credit card transactions in US currency, ensuring accuracy and compliance with financial standards.
- Assisted in preparing profit and loss statements, providing basic insights into financial performance.
- Implemented SEO strategies to enhance online visibility and drive traffic to company websites.
- Maintained thorough documentation of processes (SOPs), procedures, and client interactions to ensure accountability and transparency.
- Communicated regularly with Managers, Controllers, CFOs, and business owners to clarify accounting entries, support reporting needs, and address client-specific queries.

**Company 3:** Shriram Transport Finance Company

Duration: 2nd January 2019 – 30th October 2021

Designation: Junior Accounts Executive

- Oversaw reconciliation of various corporate bank accounts, ensuring precision and completeness in financial documentation.
- Resolved pending credit transactions, reducing outstanding reconciliation issues by 35%.
- Shared accurate financial reports weekly with branch and zone offices to support timely decision-making.
- Managed the seamless transfer of funds to various company accounts, adhering to established protocols and guidelines.
- Maintained accurate financial records through meticulous accounting entries, reflecting all transactions promptly.

**Technical skills:**

- Microsoft Office Suite
- Advanced Excel
- Zohobooks
- SAAS
- Bill.com (BDC)
- PN3
- Sage Intacct
- QuickBooks
- Mcleod
- Keeper
- U.S Freight Bank payment (Syncada)
- Tailwinds Accounting

**Known languages:**

- English, Hindi, Marathi, Gujarati

**Interests:**

- Creative Content Creation, Modelling, Brand Collaborations, and Fiction Writing.