

Margi Shah

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We are a boutique Outsourcing firm set up in North America and India having experience of over 7 years. Our team of dedicated professionals assist CPA and Bookkeeping firms save costs and release more time by Outsourcing at very cost-effective rates (Save up to 60% vs In House Bookkeeper).

Benefits of Hiring Us vs in house Bookkeeper

Work Experience

Senior Bookkeeper Prudent Bookkeeping

December 2017 to Present

Primary responsibility involves following

Preparing monthly reconciliations for all general ledger & balance sheet accounts.

Conduct bank/credit card/cash reconciliations, including resolution of any issues.

· Accounting Systems up gradation and migration to and from QuickBooks, Xero, MYOB

· Accounts Payable - matching/batching/coding of invoices, processing of supplier invoices &reconciling statements, payment runs.

· Accounts Receivables - sales invoicing, receipting payments, and debtors' reconciliations.

· Liasing with auditors and preparing various financial year end reports like Trial Balance, Cash Flow Statement, Profit and Loss Account and Balance Sheet.

· Create and manage budgets, forecasts and perform variance analysis quarterly.

· Virtual assistant tasks like email management, client handling, preparing MIS reports, other personal

Senior Analyst

ICRA Moody's Credit Ratings

August 2011 to October 2017

Conduct in depth analysis of the entity to be rated by evaluating business, market and financial risks affecting the entity to repay the concerned debt obligation.

· Site visit of the concerned entity and conducting meetings with the executive management.

· Preparation of detailed credit rating report and presentation to the rating committee to assign appropriate rating to the entity's debt obligation.

· Surveillance of the rated entity as and when required depending on factors directly or indirectly affecting the entity's cash flows by revising the rating of the concerned debt obligations.

· Develop comprehensive financial projections for the next 3-5 years with appropriate assumptions and financial modeling template with necessary inputs from the management.

· Comparison of audited results with financial projections and presenting the

analysis to the rating committee.

- Participate in development, compilation and regular maintenance of offline and online MIS reporting template.
- Conduct quality analysis of reports and other client communications of junior team members. Providing leadership, guidance and development support to junior rating team members.
- Perform any other ad hoc duties as discussed with and suggested by the management from time to time.

Audit Trainee

Pankaj B Shah & Co

May 2007 to August 2009

- Ensure compliance of accounting standards and internal control.
- Handle different audit areas like store, purchase, sales & marketing, statutory compliances, production and operational reviewing in various organizations.
- Conduct transactions audit at manufacturing locations involving checking of compliance of excise related procedures & norms.

Audit Trainee

Shah & Shah Associates

August 2006 to May 2007

- Ensure compliance to accounting standards and internal control
- Handle different audit areas like store, purchase, sales & marketing, statutory compliances, production and operational reviewing in various organizations
- Conduct transactions audit at manufacturing locations involving checking of compliance of excise related procedures & norms

Education

Post Graduate Diploma in Business Management in Symbiosis Centre for Distance Learning

Symbiosis Centre

May 2017

Master of Commerce in Commerce in Commerce

Gujarat University

June 2008

Bachelor of Commerce in Commerce in Commerce

H.L. Institute of Commerce (Gujarat University)

June 2006

Associate's degree

Firdaus Amrut Higher Secondary School

May 2003

Senior Secondary School, Rachana School

May 2001

Skills

- Marketing
- Maintenance
- Customer service
- Accounts receivable
- Sales
- SharePoint
- Accounting software
- Negotiation
- Journal entries
- Bookkeeping
- Accounts payable
- Financial analysis
- Account reconciliation
- Business management
- Human resources
- Surveillance
- Data entry
- Financial statement preparation
- Balance sheet reconciliation
- Financial modeling
- Microsoft Excel
- Sage
- Xero
- Microsoft Access
- Pivot tables
- Auditing
- Filing
- Financial report interpretation
- Tax experience
- QuickBooks
- Accounting
- Corporate finance
- Manufacturing
- Analysis skills
- Medical billing
- Budgeting
- Payroll
- Construction

- B2B
- Interior design
- Financial report writing
- Writing skills
- GAAP
- General ledger reconciliation
- Conflict management
- General ledger accounting
- Restaurant experience
- Leadership
- Profit & loss

Links

www.prudentbookkeeping.com

Certifications and Licenses

CPA Present