

## EDUCATION

### Sheth C.L. Commerce College, University of Gujrat, India

September 2020

Graduated as a Bachelor in Commerce with (CGPA of 5.70)

Relevant Coursework: Business Law, Management Accounting, Auditing, Commercial Communication, Fundamental Statistics, Business Economics.

### St. Mary School, Naroda, Board of Gujrat University, India

March 2017

Higher Secondary Certificate in Commerce stream with (CGPA of 4.9)

Relevant Coursework: Business Economics, Elements of Accounts, Statistics & organization of commerce.

### St. Mary School, Naroda, Board of Gujrat University, India

March 2014

Secondary Education Certificate with (CGPA of 6.9)

## PROFESSIONAL EXPERIENCE

### QX Global Group Ltd., Ahmedabad

Jan 2018 - Present

SR. Accounts Officer (Treasury accounts & Accounts payable)

QX Global Group offers business process outsourcing (BPO) Including Finance and Accounts outsourcing.

- Monitored cash flow of multiple companies and controlled money transmission tools such as Access Dimensions, Safe Financials & Safe Tempest also managed bank accounts in multiple currencies (GBP, USD, AUD, and EURO), maintaining financial records, and performing banking operations.
- Delivered financial advice to foreign clients with short- and long-term objectives such as (managing their salary payrolls, contractors payrolls & supplier payments) and (Business planning of company projects with minimum risk) respectively.
- Assisted client in banking communications while connecting with HSBC bank for services such as Bank audit, Global trade and receivables finance, Cash management, etc.
- Performed monthly reconciliations of Bank accounts, Debtors, staff benefit accounts & pensions accounts
- Assisted in Taxations reporting and submissions to (Her Majesty's Revenue and Customs) HMRC for quarterly payments of PAYE and VAT.
- Conducted an Automation software with the Kaizen team for automatizing daily tasks such as cash postings and bank reconciliation, which reduced task completion timing by 40%. In addition, designed a Microsoft excel macro for atomizing the invoice imports in financial tools.
- Delivered full-cycle accounts payable, including receiving, processing, and verifying 600+ invoices per month averaging £1.2 million.
- Reconciled processed invoices to ensure 100% accuracy by verifying entries and comparing system reports to balances. In addition, renegotiating payment terms with suppliers/vendors resulted in improved cash flow.
- Provided an improvised communicating system for the company's vendors/suppliers assisting them in the payments-related quires.

### GTPL Hathway Limited, Ahmedabad, India

Dec 2016- Dec 2017

Office Coordinator- (sales & renewal accounts)

GTPL Hathway Limited is the second largest Multi-Service Operator (MSO) in India engaged in cable TV distribution and high-speed broadband service.

- Simplified the processes of retrieving data from the computer system, maintaining department records typing, and compiling on a daily, quarterly, and annually basis.
- Prepared accounting entries on daily basis for new & renewal sales of the company. In addition, prepared new sales analysis and renewal analysis on regular basis.
- Provided support and maintenance to existing management information system while preparing reports such as; performance of executives, highest and lowest selling plans – area-wise, analysis of profitable areas, and analysis of future sales business on a weekly, quarterly, and annually basis

## SOFTWARE SKILLS

- Financial software; Access Dimensions, SAFE Tempest, SAFE Financials and XERO.
- Microsoft; Advance Excel, Outlook, MS Office, and MS word.

## EXTRACURRICULAR ACTIVITIES

- Brand-ambassador of Pi club and was involved in cultural and social activities such as; promoting city heritage while visiting group heritage walk in the old city area, collaborating with NGOs, and volunteering work for city Old-Age Homes and orphanages. (2014 -2015)