



PROFILE SUMMARY

- **Result-oriented professional** with **nearly 7 years** of experience in **Accounts Receivable, Accounts Payable, Commercial Operations and Customer Relationship Management**
- **Insightful excellence in managing processing of Accounts Receivable (AR)** including posting and balancing of daily cash applications, preparing journal entries, filing of records and general account reconciliation
- Played a key role in **leading and managing the implementation of Newgen and Oracle Software** to run accounting operations seamlessly
- **Maintained and reconciled accounts as well as prepared reports**; created, documented, and posted complex journal entries; recorded various intercompany transactions and cost allocations
- Exposure in **settling all billing disputes** regarding invoicing, processing checks for daily banking deposits, and performing credit history reporting from credit bureaus for new commercial account
- Recognized by the organization for **driving improvements into recordkeeping controls** that reversed a history of missed payment deadlines, lost invoices and lack of proper authorization for expenditures
- **Ensured matching of invoices, debit/credit notes, delivery notes, purchase orders, goods receipt notes, vouchers** and other related documents before creating any accounting entries
- Delivered accurate and on-time **monthly financial closing for A/R functions**
- Showcased excellence in managing the **processing, distribution, accuracy verification and maintenance of invoices**, interfacing extensively with a network of vendors and suppliers
- **Undertaking financial statement variance analysis** (actuals vs. forecast, period-over-period actuals); provided explanations / insights on the same
- **Dynamic & self-starter** with strong will to win; possess strong planning, communication, analytical & problem-solving skills; sensitive to the cultural dynamics of cross-cultural work spaces

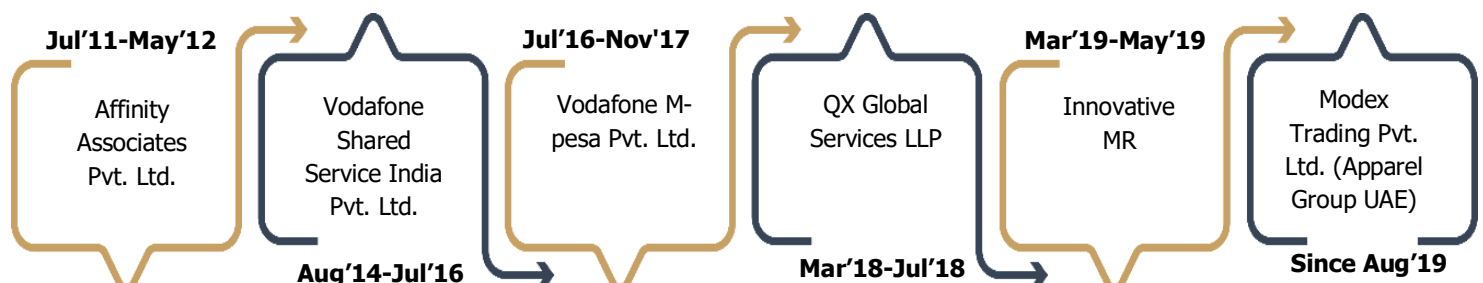


EDUCATION

- **B. Com. (Bachelor of Commerce)** from Gujarat University in 2010
- **Certificate Course of Corporate Accountant** from well-known training Institute



CAREER TIMELINE



CORE COMPETENCIES

- Accounts Receivable
- Accounts Payable
- Cash Management
- Monthly Account Reconciliations
- Preparation of Reports
- Balance Sheet Management
- Financial Calculations
- Procedures & Regulations
- Stakeholder Management
- Reporting & Documentation
- Billing and Invoice Generation
- Customer Relationship Management
- Cross-Functional Coordination
- Team Building & Leadership



TECHNICAL SKILLS

- **Databases:** MS Access, Excel, Word.
- **OS:** Windows XP onwards
- **Others:** Account Software like Tally 9.0 ERP, Oracle, Newgen, Quick books, Yardi (Property Management software), Bill.Com, Viztopia,
- **SAP (FICO):** Learning FICO Module of SAP.MIS, CRM, Sage, Zendex (Customer Service Software) Online Portals VAT, Excise, Service Tax, Income Tax



WORK EXPERIENCE

Since Aug'19 with Modex Trading Pvt. Ltd. (Apparel Group UAE) as Account Executive-(Account Payable)

Key Result Areas:

- Managing end-to-end accounting operations of 80 stores of Multi-national brands like Addidas, Reebok, Levis, and Aldo etc.
- Leading and monitoring a team of 4 Account Executives
- Completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices
- Reconciling processed work by verifying entries and comparing system reports to balances
- Charging expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Making payments to vendors by monitoring discount opportunities, resolving purchase order, contract, invoice, or payment discrepancies and documentation
- Ensuring credit is received for outstanding memos
- Maintaining accounting ledgers by verifying and posting account transactions
- Maintaining and updating historical records by microfilming and filing documents
- Managing the disbursement of petty cash by recording entry and verifying documentation
- Assisting in streamlining and improving the accounts payable process in Oracle and Newgen softwares
- Supporting senior financial officers when needed and optimizing financial transactions and systems

Mar'19-May'19 with Innovative MR, Ahmadabad as Account Executive (Account Payable and Account Receivable)

Key Result Areas:

- Assisted the Accounts Receivable team with monitoring and maintaining customer accounts and documented collection activities
- Prepared and processed invoice adjustments / credit memos / debit memos / refunds, and accounts receivable / sales / bad debt journal entries
- Helped with fulfillment of audit requests from external auditors and other third parties
- Performed other duties as assigned to support the Accounts Receivable and Accounts Payable team
- Assisted with Accounts Payable including, but not limited to, auditing all inbound invoices for errors, approval process internally, validated said expenses in internal system and posted expenses into system

Mar'18-Jul'18 with QX Global Services LLP, Ahmadabad as Account Officer-(Account Payable)

Key Result Areas:

- Identified and highlighted various and effective working through continuous assessment of working practice
- Maintained Purchase Ledger/Supplier Accounts for areas of responsibility to include the completion of Supplier Statement Reconciliations as and when required and the regular and timely clearance of debit/unallocated cash balances
- Assisted with the processing of invoices and credit notes for supplier accounts in areas of responsibility
- Reconciled payments and expenditures, including payroll, purchase orders, invoices, statements, checks etc., in compliance with financial policies and procedures
- Provided resolution of all invoicing queries via email/phone for supplier accounts

Jul'16-Nov'17 with Vodafone M-pesa Pvt. Ltd., Ahmedabad as Executive-Commercial Operation- PAN India

Key Result Areas:

- Activated customer, trade and enterprise accounts by checking necessary documents and check points
- Coordinated with:
 - Bank Mobile Commerce Team to resolve customer queries
 - M-pesa Finance Team for complete activation and documentation related query also for Merchant code, Enterprise code and SAP code creation for different type of commission band
- Conducted audit & final reconciliation of Trade & Enterprise agreements
- Played a key role in on-boarding leading petrol Pumps and Gas Agencies as a merchant
- Received "Wallet of the year Award 2017" for the M-pesa Wallet for fastest and accurate activation
- Recipients of Appreciations from M-pesa Corporate, Operation, Marketing, Product team for providing end-To-end resolution of queries
- Shown success in activating approximately 45,000 Accounts (Customer, Trade & Enterprise)

Aug'14-Jul'16 with Vodafone Shared Service India Pvt. Ltd., Ahmadabad as Officer-M-pesa, Customer Service Delivery

Key Result Areas:

- Maintained MIS for Pan India, registered M-pesa Customers on daily, monthly and quarterly basis and reported to Corporate Officers & Stakeholders
- Prepared PPT for every quarter and presented it to the Manager and other Corporate Officers
- Executed commission related activity to pay commission to the M-Pesa agents and resolved Technical queries, Wrong bank transfer, settlement, and Transaction related quires
- Successfully closed 20,000 M-pesa customers' queries through CRM

Jul'11-May'12 with Affinity Associates Pvt. Ltd., Ahmedabad as Accountant

Key Result Areas:

- Prepared various Bank Reconciliation, Payable, Relievable Entries, Finalization of Accounts and maintained books of various restaurants
- Managed Accounts payable, Accounts Receivable and Bank reconciliations



PERSONAL DETAILS

Date of Birth: 28th January, 1988 | **Languages Known:** English, Hindi, Gujarati | **Address:** 5050, Stuti-3C, ATPL, Sector-4, Adalaj, Gandhinagar, Gujarat, India-382421