***Curriculum Vitae***

**Himanshu Khatri**

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## Career aim

* Seeking an opportunity to work in an Organization that prides itself in giving platform to their employees to showcase their abilities and give the best out of them.
* The Organization which gives a good amount of responsibilities to push employees off their limits and let them get out of their comfort zone and grow higher.

## Computer Knowledge and Software worked on

* A Basic knowledge with a typing speed of more than 45 WPM to perform any task at good pace.
* Well versed in working with MS Excel and Word.
* Worked on Accounting Softwares like Sage, QuickBooks, MYOB, Astute, Concur, JobAdder etc.

## Professional Experience

* **Currently Working as Accounts Officer in IMS People since Oct 2016**.
* Worked as a Client Service Executive in Medusind Solutions from Dec 2015 to Sep 2016.
* Worked as a Voice Agent in Globlex Communications from Dec 2013 to May 2014.

## Key Responsibilities in IMS People

* Worked for two different clients in IMS, where my major servings were for UK Clients.

**UK Client:**

* Updating Purchase and Sales Ledger daily with Invoices and Payments Allocation
* Customer and Supplier Reconciliation
* Running Payroll for Employees and Contractors and Making Payments in Bank
* Pension Assessments on Pension Portal and Generation of Pension Reports
* Bank Posting and Monthly Reconciliation
* Chasing Customers for Invoices daily and submitting weekly Aged Debtors to Client
* Maintaining Fixed Assets Register and Petty Cash monthly
* Preparing Accruals and Prepayments monthly
* Preparing and Sending reports to Tax Authority Monthly after closure
* Preparing Financial Reports monthly
* Quarterly VAT Reconciliation and Paying the Returns
* Interacting with Clients on daily basis for different Tasks and Queries

**Australian Client:**

Australian Client had just started their collaboration with IMS in February 2018. I was assigned in that project. My Tasks and Responsibilities were:

* Allocating Bank Receipts in Astute (Software) and sending out the reports to Staff.
* Preparing Placement file for all consultants. Sending out Weekly Updated Placement file across all locations.
* Preparing Group and Individual Commission file for consultants and sending out the reports weekly and making additional changes as per the demand of consultants.
* Raising supplier invoices in Concur going through different verification steps and exporting it into MYOB.
* Interacting with suppliers monthly i.e. asking for monthly statement and reconciliation with our records.
* Preparing Group CRS (Placement) file for all locations and finalizing them after approval from Regional Managers.
* Assisting my Manager in different tasks so we can meet up the deadlines of CFO.

## Key Skills

* Flexibility: Flexible enough to work in fixed or rotational shift without any health problems.
* Adaptability: Enough strength to fit in any hectic situation and go with flow to achieve targets.
* Problem Solving: An Ability to take a logical and analytical approach to solving problems and resolving issues.
* Perseverance and Motivation: I’m a kind of person who will find a way through, even when the going gets tough… and stay cheerful.
* Ability to work in pressure: Keeping calm in crisis and not becoming too overwhelmed or stressed.

## Academia

* Graduation with Commerce in 2017 from Gujarat University.

## Hobbies

* Reading Novels and short stories
* Love to travel to different places
* Going on outings with friends and family on different occasions.
* An sports enthusiastic: My favorite sports are Cricket, Football and Table Tennis.

## Personal Details

**Languages Known:** English, Hindi, Gujarati and Sindhi.

**DOB**: Nov-15, 1995

## Address for Correspondence

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***I hereby declare that all the information stated above is true and complete to the best of my knowledge and belief and nothing has been concealed / distorted.***