

Raina Khandelwal

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EXPERIENCE

ATOS - SYNTEL | ASSOCIATE SPECIALIST

July 2022 – Present | Mumbai, India

- Oversaw accounts payable process, making sure it was accurate and completed on time. This included processing invoices, paying out payments, and reconciling the data.
- Processed a high volume of invoices accurately and efficiently, utilizing ERP systems such as SAP
- Led vendor management activities, including vendor onboarding, resolving payment discrepancies, and maintaining positive relationships.
- Implemented process improvements to streamline the procure-to-pay process, reducing errors and optimizing efficiency.
- Collaborated with cross-functional teams to enhance controls and compliance within the AP function.
- Conducted regular analysis of AP data to identify trends, cost-saving opportunities, and areas for improvement.

CAPITAL SOFTS | ASSISTANT MANAGER - ACCOUNTS

January 2020 – June 2022 | Mumbai, India

- Managed AP team, overseeing invoice processing, reconciliation, and payment disbursement.
- Prepared tax payable working for GST and TDS, ensuring compliance with regulations.
- Conducted quarterly and monthly reconciliations of tax accounts and assisted in audits.
- Prepared purchase requisitions (PR) and purchase orders (PO) for procurement activities.
- Utilized Saral Tax, Taxbase Lan, Taxmann, or similar software for tax computation and filing

HARSHAL SHAH & CO. | AUDITING ASSISTANT

March 2016 – April 2019 | Mumbai, India

- Conducted income tax audits, filed GST returns, and managed TDS & TCS return filings for clients.
- Prepared tax computations for individuals and businesses, optimizing tax liabilities.
- Handled drafting and ROC work on the MCA site for private limited companies.
- Assisted in income tax return filing, prepared financial statements, and supported in drafting legal documents.

EDUCATION

COMPANY SECRETARY | INTERMEDIATE LEVEL

Aug 2014 – Sept 2017 | Mumbai, India

MUMBAI UNIVERSITY | BACHELORS OF COMMERCE | 74%

June 2009 – June 2012 | Mumbai, India

SKILLS

Proficient:

Financial Analysis • Compliance • Budgeting • Data Management
Reconciliation • Cost Accounting • Invoice Processing
Procure-to-Pay Process

Familiar:

Taxation (GST, TDS) • Auditing • Data Entry and Analysis
ERP Systems

SPOKEN & WRITTEN

Native fluency:

Hindi • Marathi

Working proficiency:

English

SOFTWARE / TEXT EDITORS

Tally • Saral Tax • Taxbase Lan
Taxmann • MS Excel • QuickBooks
SAP