

ACCOUNTS PAYABLES

Targeting Accounts Payable roles with an organization of high reput with a scope of improving knowledge and further career growth.

PROFILE SUMMARY

- A detail-oriented professional with experience of nearly 5.6 years in accounts payables in multiple industries.
- Maintaining 100% accuracy in processing invoices.
- Proficient at brokerage management and thrives in challenging.
- Dedicated to providing the current state of accounts reports to inform cash flow management decisions.

WORK EXPERIENCE

Account Payable Executive , Fab Studio Digital LLP/Real May 2023-May 2024

- Managed end-to-end accounts payable functions, including accurate and timely processing of invoices, and expense reports in US currencies.
- Perform the reconciliation of brokers' accounts, ensuring accuracy and resolving any discrepancies in can timely manner.
- Collaborated with multiple boards and MLS such as the finance team who addressed payment-related inquiries and resolved payment-related issues.
- Assisted in the preparation of month-end and year-end closing activity related to accounts payable.
- Continually identify process improvements and implement best practices to streamline brokerage payable operations.
- Maintain accurate and organized documentation related to brokerage payable transactions and processes.

Accountant/HR Operations , Yellow Seed Content Solutions Pvt. Ltd Oct 2018-March 2023

- Invoicing and follow-ups for payments.
- Accounting bank and credit card reconciliation monthly.
- Managing Payroll for the company.
- Manage all the payroll-related projects, e.g. implementing Long Service Leave calculation in the HRIS system (Workday)

EDUCATION

2015 - 2018

Bachelors of Engineering in Computer

University of Mumbai
CGPA: 7.88

SKILLS

- MS office
- Accounting
- Credit Card Reconciliation
- Account Reconciliation
- Bank Reconciliation
- US accounting Payment
- Invoice Verification
- Analysis Skills
- Brokerage operations

PERSONAL DETAILS

- Language: Hindi, English, Marathi
- Date of Birth: 16 May 1996