Rahul Sharma

Accounts

Contact

Address
Delhi, India 110007

Phone
+91-9911354285

E-mail
sharma1989.rahul@gmail.com

Skills

- Cash Flow Management
- Invoicing and billing
- Audit Support
- Accounts Payable
- Accounts Receivable
- Payment Scheduling
- Analytical and Critical Thinking

Languages

English and Hindi

Experienced Accounts Payable Manager with 6 years of experience managing daily accounts payable operations. Expertise in overseeing invoicing, vendor relations, payment processing and employee relations. Successful in reconfiguring workflow and staff responsibilities to improve efficiency.

Work History

2023-10 - Current

Assistant Manager

Desi Construction Private Limited (A Subsidiary Company Of Ganga Realty), Gurgaon, India

- Developed reports for management to outline expenditures, vendor spend and forecasting.
- Managed a team of accounting staff, providing guidance and support to ensure accurate financial reporting.
- Input all relevant transactions and supervised properly within accounting system.
- Process the Payroll and Vendor Payments as per the approved list by the Finance Head.
- Reviewed monthly expense reports for accuracy, identifying opportunities for cost savings and efficiencies.
- Follow up with the other departments for settle the advance payments and submit the invoices against the advance payment.
- Developed comprehensive training programs to onboard new employees effectively and mentor existing team members.
- Collaborated with other departments to resolve billing issues promptly and maintain accurate financial records.
- Supported audit processes with well-organized documentation of accounts payable transactions, minimizing errors or discrepancies found during audits.
- Used advanced software skills to produce high-quality documents, reports, and presentations.
- Handle allover banking transactions in the organization.

2021-12 - 2023-08

Senior Executive

Robotex Real Estates Pvt. Ltd (A Subsidiary

Company Of Realistic Realtors), Gurugram, India

- Process various types of accounts payable transactions including data entry of vendor invoices, expense reports, manual and emergency check requests
- Prepared monthly reconciliation of bank accounts and took corrective actions on deviations.
- Support to auditors for books closing.
- Oversaw employee expense tracking with associated expense verification and credit card reconciliation.
- Tracking of purchase and service Orders and take necessary actions on open orders.
- Developed reports for management to outline expenditures, vendor spend and forecasting.
- Budget variance analysis
- Performed AR duties including invoicing, discrepancies and reconciliations.
- Interact with the Project Manager to resolve invoices discrepancies.
- Reviewed accounts on monthly basis to assess ageing and pursue collection of funds.
- Handled day-to-day accounting processes to drive financial accuracy.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.
- Reconciled accounts receivable ledger to verify payments and resolve variances.
- Followed up for the overdue payments to establish good cash flow.
- Prepared financial statements to provide results of operations, financial position and cash flow.

2018-11 - 2021-12

Finance Executive

Emaar India Limited, Gurugram, India

- Manage Client Invoicing and verify the details with the Customer Agreement
- Posted receipts to customer accounts to maintain current and accurate account balances.
- Developed professional relationships with internal departments to encourage open communication and resolve the enquiries.
- Generate monthly financial statements for all

clients by detailing of paid invoices as well as unpaid invoices.

- Reviewed and reconciled customer accounts to manage accuracy of payments.
- Prepared spreadsheets using formulas, V-lookup and other intermediate and advanced Microsoft Excel skills.
- Prepare customer receivables and raise demands to customers as per schedules of payments
- MIS Reports i.e., Daily Transaction Tracker – Monitor transaction on daily basis and send email/follow up for backup whenever required
- Post GL (General Ledger) Entries in Oracle

2017-03 - 2018-10

Accountant

Unnati Solution, New Delhi, India

- Maintain and record the Purchase and Sales Bills.
- Generate Invoices for Consultancy Charges .
- Vendor Payments and Bank Reconciliations .
- Filling of Income Tax returns through Computax Software.
- Calculation of TDS and Timely Deposit and Filling of TDS Returns
- Preparation of ESIC & EPF calculations and filling of Returns
- Weekly Visit to client offices and maintain books of accounts in Tally
- Preparation of GST tax calculation and filling of GST Returns
- Maintain of outstanding reports for debtors and creditors and Follow up with the customer for outstanding dues.

2013-10 - 2017-02

Store Accounts Executive

Sargam India Electronics Pvt. Ltd, New Delhi, India

- Prepare sale invoices for daily sales transactions, amounting to over INR 20-25 lakh
- Reconciled cash drawer at start and end of each shift, accounting for errors, and resolving discrepancies.
- Performed cash, card and check transactions to complete customer purchases.
- Maintain cash register to record transactions accurately and efficiently.

- Called for back up cashiers during peak times to minimize wait time for customers.
- Processed refunds and exchanges in accordance with company policy.
- Perform internal audits and submit detailed recommendations to management and managers, identifying potential problems, excessive spending, and solutions for same
- Manage Bank Reconciliation Statements of Company for all receipts and payments
- Generate and Maintaining of sales inventory report
- Conduct monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow Verification of debtors and creditors
- Conducted inventory counts by adding each item in stock and documenting in computer system.
- Follow up with local bank for banking transaction
- Handle customer queries/feedback as well as resolving their problems.

Education

2023-01 - Current

Master Of Business Administration: Finance

Swami Vivekananda Shubharti University - Meerut

2008-03 - 2013-03

Bachelor of Commerce: Financial Accounting

School of Open Learning, Delhi University - Delhi University, New Delhi

Additional Information

- Date of Birth: , 08-08-1989