




EXECUTIVE SUNOPSIS:

- Dynamic, result oriented and Seasoned Accounts & Finance professional with an impeccable career record of 12 years finessing efforts in overseeing the transactional process such as Accounts Payable and Accounts Receivable (AR&AP) and working with several departments within.
- Demonstrable exposure to a broad range of accounting functions including, account analysis and compliance reporting, along with the year-end financial reports, internal and external audit.

EDUCATION:

-  Chartered Accountant. ICAI (India), Level 2 with Audit experience in Firm Gupta & Associates 2010 – 2012.
-  Master in Business Administration. JB Institute of Engineering and Technology (India), Grade 72 in 2011 – 2013.
-  Bachelor's Degree in Business Commerce, Wesley Degree College (India), Grade 65 in 2007 – 2010.

SKILLS:

- | | | | |
|----------------------------|----------------------|----------------------|----------------------|
| • HERMES | • Billing and | • Payroll Management | • SAP GUI |
| • Transactional Operations | • Reconciliation | • Net Suit (NS) | • Tally (Accounting) |
| | • Management Reports | • Quick Books (QB) | |

EXPERIENCE:

- 📁 **EG Group – Credit Control Specialist in Finance, Blackburn - UK** **Jan 2023**
 - Ensure a proactive approach to collecting outstanding debt is maintained to meet collection targets.
 - Managing and collecting debts from company debtors.
 - Ensure keeping accurate records on chasing and payment promises & timely escalation of issues.
 - Take guidance from the team manager to effectively deal with issues, work in collaboration with operational teams across the Group.
 - Assist with the workload of other team members from time to time & communicating to key stakeholders in a concise and effective way.
 - Drive continuous improvement in the number of days bad debts, overdue invoices and maintaining monthly reconciliation.
 - Ensure all non-value-added tasks are removed from the day-to-day activity within the role.
- 📁 **Formula Advisory Network - Accounts Manager in Accounts, India** **Jul 2021–Aug 2022**
 - Prepared, maintained balance and analyzed financial data related to payables and receivables, leveraged efforts in receipts, research and resolved a variety of internal and external inquiries concerning account status including communicating the resolution of discrepancies to the appropriate parties.
 - Reviewed and approved journal entries for accuracy to ensure the integrity of the general ledger, monthly AR aging reports and generates monthly customer statements, assisted with monthly status reports and month-end closing.
 - Handled daily bank reconciliation of accounts in Net Suit application. Posted journal entries based on the request and transactions.
 - Managed clearing accounts on weekly basis to ensure the transactions are posted in the application with appropriate General Ledgers.
 - Finessed monthly reports submit upon the finalization of all accounts for concluding month-end information of client bank information.
 - Reported missing entries and worked on unallocated supplier payments & suspense transactions.
- 📁 **Panzer Technologies - Team Lead in Finance & Account Department, India** **Jan 2017–Jun 2020**
 - Liaised with top-level management to identify improvements and quality initiatives to drive the continuous process.
 - Handled daily follow-ups for the clearance of invoice payments, worked in a timely manner in order to develop strong business relationships, create mutual agreement, and resolves any abstractors for the business.
 - Managed competing deadlines and function well in a shared services environment.
 - Maintained updated procedure manual for Accounts Payable processing and assists in training of applicable staff; review and improve Accounts Payable policies.
- 📁 **Ryan India Tax Services – Tax Associate, India** **Jan 2016 – Dec 2016**
 - Ensured clients comply with regulations and meet their state and federal tax obligations, analyzed and minimized tax liabilities by implementing tax reduction strategies.

- Reviewed financial records, income statements, and expenditures, Tax bill verification, payment administration, refund processing, tracking and logging assessment notices, and preparation of Property Tax Returns.
- Completed all tasks assigned by Management with a sense of urgency and confidentiality where needed.

MOL Information Processing Services – Accounts Executive, India

Mar 2013–Apr 2015

- Participated in full life-cycle accounts, checked the rates manifested on the bill whether it is prepaid or collected.
- Facilitated calculation of the rates in the system using financial tools for Export bills. Preparation of service tax reports on a weekly basis for exports and import shipment.
- Maintained report for Cargo Sales in order to issue payment instructions to the customers, updated details charges in system for bills.

Customer Service (Operations), Menzies Aviation, India

Mar 2011 – Oct 2012

- Air Way Bill (AWB) manifestation, worked on Customer cash and Pre-Depository accounts (PDA) to issue invoices.
- Updated flight schedules in the system based on the ATA & ATD Breakdown and segregation activities for inbound and import shipments. Inventory check-in at the warehouse for In and Out of the Cargo movements.

Shekhar Karne