



MANALI CHOUGHULE

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PROFILE SUMMARY

- A competent professional with 13+ years of experience in Client Servicing, Business Administration, Business Development, Corporate Training, Data Analytics & Record to Report.
- Detail-oriented and highly organized Bookkeeper with 4+ Years of experience managing financial records and ensuring compliance with accounting standards. Proven expertise in handling accounts payable, accounts receivable, payroll management, and reconciliation. Committed to enhancing operational efficiency and supporting financial decision-making through meticulous bookkeeping practices.
- Collaborative team player with an ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.
- Pursuing a comprehensive education in commerce, focusing on accounting, finance, and business management principles.

EDUCATION

- **Bachelor of Science from the University of Mumbai**
March 2012
- **Bachelor of Commerce from the University of Mumbai**
March 2024
- Relevant coursework: Advanced Financial Accounting, Direct & Indirect Taxation, Reporting & Business management.

PERSONAL INFORMATION

DOB: 23/06/1991

Address: Mira Road, Mumbai 401107, Maharashtra, India

WORK EXPERIENCE

Billing Coordinator - Jr. Accountant | KPaul Architect Inc. | Canada, Ontario

July 2024 - Present

- Managing accounts receivable & accounts payable for assigned clients.
- Create and manage vendor records & Purchase Orders for Contractors and clients.
- Create and manage customer-job records, invoices, and payment reminders, as well as address invoice-related queries.
- Create and manage approved project estimates, ensuring accurate application of tax - HST settings and payment terms. Working with two currencies - CAD & USD
- Oversee daily billing tasks, ensuring all bills are tracked, recorded, and processed.
- Perform general financial administrative tasks, including maintaining detailed and organized records of all financial transactions and agreements.
- Analyze projects and time, invoice clients for standard fees, and identify extras.
- Creating and Managing client portals - SAP Ariba, Procore & Ingenious
- Generating and working with various reports in QuickBooks Desktop, Microsoft Excel, and Microsoft Teams.

Bookkeeper | JM Infotech | Andheri, Mumbai

Jan 2021 - Present

Inhouse bookkeeper for a consultancy Services company. Maintained financial books, tracked expenses, prepared and submitted invoices, and oversaw payroll for international clients and businesses using QuickBooks, Xero, and Microsoft Excel.

- Accounts Receivable
- Accounts payable
- Bank Reconciliation
- Payroll Management
- Reports - Maintaining financial data of Vendors and Customers
Generating and maintaining various Reports in CSV and Excel

Business Development Consultant | CMS IT Services | Andheri, Ghatkopar - Mumbai

August 2017 - December 2020

Inhouse business development consultant for a training and development company. Worked on strategic thinking, market insight, and interpersonal skills to drive business growth and achieve organizational objectives.

- Customer Management
- Market Research and Analysis

- Strategic Planning
- Client Acquisition and Relationship Management
- Sales and Revenue Generation
- Collaboration and Coordination
- Proposal Development
- Financial Management, Performance Monitoring and Reporting

Branch Manager | MAAC | Kharghar - Navi Mumbai
June 2015 - June 2017

Branch Manager | IT Teamwork | Thane
September 2014 - June 2015

Branch Manager | Faustine Computer Academics | Thane
November 2011 - September 2014

- Operations Management
- Staff Management and Development
- Customer Service and Relationship Management
- Financial Management
- Sales and Business Development
- Compliance and Risk Management
- Inventory and Resource Management
- Strategic Planning and Goal Setting
- Reporting and Communication

TECHNICAL SKILLS

- QuickBooks - Online, Desktop
- Advanced Microsoft Excel - Pivot, VLOOKUP, Data Management, Data Summary, Reports.
- Microsoft Outlook
- Windows OS
- Microsoft Excel, Word, PowerPoint
- Google Spreadsheets
- Knowledge of Accounting Principles (GAAP IFRS)
- Cloud - Microsoft Azure
- Basic Hardware C Networking

STRENGTHS

- Attention to Detail
- Honest
- Exceptional Communication
- Quick Learner
- Critical Thinking
- Analytical Approach
- Organizational Skills
- Strong understanding of DATA

LANGUAGES KNOWN

Read, Write, and Speak

- English
- Marathi
- Hindi