

**A Xero Certified Advisor with QuickBook and SAGE experience and expertise in strengthening companies to lead in highly competitive situations, seeking middle level assignments in Accounts Payable / Financial Analysis & Reporting / Reconciliation/Treasury
Location Preference: Delhi & NCR**

PROFILE SUMMARY

- ▣ A Fully Qualified Cost and Management Accountant along with MBA Finance having over 7 years of experience in Financial analysis, Bank reconciliation, Financial Reporting, Vendor account reconciliation, Accounts Payable, Accounts Receivable, General ledger, Treasury and ,Tax reporting, budgeting and analysis.
 - ▣ **Worked as Freelance AP consultant with many clients of London and California and has exposure to many accounting softwares like Quickbooks, Tally Prime, Zohobooks, Sage 50,Dynamic 365 Business Central, Tipalti, Bill.com, Xero etc.**
 - ▣ **Proficiency in managing financial accounting, tally accounting, payables management etc.**
 - ▣ Abilities in managing various operations involved in financial / purchase / stock accounting and accelerating the business growth.
 - ▣ Possess significant experience resulting in better financial performance and enhanced systems for higher performance of the team
 - ▣ An effective communicator with excellent relationship building & interpersonal skills
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ORGANISATIONAL EXPERIENCE

Nov 2022-July 2022 Brickchurch Enterprises Inc(Earlier LTB Media UK)

**Feb 2022-June 2022 Smart Working Solutions Private Limited (UK Clients)
Senior Accounts Officer**

**April'15-April '18 Louise Blouin Media Inc(LTB Media UK)
Financial Consultant**

**Jun'12 – June'14 Hindustan Coca Cola Beverages Private Limited, Ghaziabad
Finance Executive - Accounts Payable and Financial Reporting**

Growth Path

Jun'12 – Jun'13 Trainee
Jun'13 – June'14 Finance Executive - Accounts Payable and Financial Reporting

Key Result Areas

Recording accounting entries and processing invoices. Handling petty cash entries.

Posting invoices, payments and intercompany JV in QuickBooks and other ERP Softwares.

Responsible for all US Accounting in QuickBooks and assisting the top management in filing UK VAT Returns. Assisting management including all CA's, ICWA's, CPA's, team leaders, CEO and CFO in budgeting by analyzing past years cost.

Vendor reco, bank reconciliation and intercompany reconciliation Was a part of SOX Audit in Coke

Used Tally ERP 9/Tally Prime for purchase and sale entries and other general accounting practices.

Worked on VAT returns of UK. Making VAT Reco file.

Monitoring the implementation of MIS processes and evaluating their effectiveness; formulating company performance reports and analyzing them as per company prospect.

Making vendor schedules, payroll schedules and payment schedules

Conducting physical verification of stocks & reconciling with books; preparing necessary records to track the inward / outward movement of goods.

Working on AR reconciliation, posting AR invoices and payments into Quickbooks Wire processing for vendors (Treasury part)

Managing AP across the globe.

Working on Xero bank reconciliations, posting invoices and payments.

Bill.com reco in Xero

Handling month end reconciliations and other tasks independently.

Posting accounting entries in Sage.

Highlights

With Smart Working Solutions Private Limited

Worked with different clients in AP , reconciliations and vendor management across the globe.

- Reclassing fixed asset entries to correct GL codes using Oracle Netsuite. Vendor reconciliation
- GL reconciliation
- Approving vendor bills in bill.com
- Posting invoices on Tipalti, bill.com, SVB Bill pay, Quickbooks, Xero
- Reconciling bank entries using Quickbooks
- Vendor management
 - Bank and credit card reconciliations in Xero
 - Vendor reconciliations
 - Sage Bookkeeping
 - Month end activities-Payroll entry, Reco, Bill.com processing, Bill.com reco with Bank entries, Balance sheet analysis, Poland employees mark up entries using exchange rate.

With Louise Blouin Media

- Posting invoices
- Posting Payment entries in QB,VAT filings, VAT Reco
- Vendor reco
- Day to day Accounting of invoices for US, UK, France and Canada entities of LTB Media Inc.Insurance schedule
- Mortgage schedule
- AR Ageing and AP Ageing
- Financial statement Comparative Analysis
- Billing Customers through Quickbooks
- Accounting for property tax invoices.
- GL Postings and reco
- Communicating with international vendors for vendor statements and issues.Bank reconciliations
- Intercompany reconciliations
- Financial Reporting-working on PL and BS statements
- Customer Reconciliations

With Hindustan Coca Cola Beverages Private Limited

- Intercompany reco, vendor reco, bank reco, Balance sheet schedules , solving GRN Issues etc. Handled APof UP, Delhi and Jammu zone.
- Interacting with vendors, checking on their payment status in SAP and ensuring that they receive their payments on time.
- Dexterously streamlined the MIS Reports for monitoring and tracking the data
- **Worked on QAD FICO Module for all accounts payable activities, checking PO, bank reco, GL Accounting etc.**
- Received Key Company Performance Rating as SP (Successful Performance)
- FG accounting
- Was involved in month end closing activities.
- Periodic audits and SOX Audit. Fulfilling the requirements of external auditors and providing them requisite documents alongwith suitable explanations.

TRAINING / CERTIFICATION

1. Certificate in Core and Advance MS-Excel of Microsoft (USA) from Investment Banking Institute, New Delhi
2. Cyber Learning (USA) including Financial Modelling & Company Valuation.
3. Certificate in TALLY ERP 9 including VAT, service tax , TDS etc. from **INSTITUTE OF COMPUTER ACCOUNTANTS**, Delhi.

EDUCATION

2022 Completed Cost and Management Accountant from Institute of Cost and Management Accountant of India.

2011 **MBA (Finance & International Business)** 71%
Mewar Girls Business School, Ghaziabad, Gautam Buddha Technical University

2009 **B.Com. (H)**
Mata Sundri College, Delhi, University of Delhi

Other Course

DOEACC 'O' level from DOEACC Society, New Delhi including FoxPro, Web Designing, IT Tools and 'C' Language with Grade 'B'

ACADEMIC PROJECT

A Research Project on Export Financing in Indian Context

SUMMER TRAINING

Completed the summer training during MBA Finance and prepared the project "Fund Raising Through Bonds "at Power Finance Corporation Ltd., New Delhi

KNOWLEDGE PURVIEW

Accounts Payable
QuickBooks accounting and book keeping Reconciliations
Well versed with Xero accounting Zoho
Books bookkeeping
Tally Prime
Dynamic 365 Business Central
Procurement Accounting
& Finance

IT SKILLS

EXTRAMURAL ENGAGEMENTS

Actively participated in the College Presentation Week
Served as the Coordinator of G.K. Quiz Competition of the Institute during MBA Engagedin Summer Training
Competition at All India Level
Successfully represented the college in Girls Cricket Matches as Team Vice Captain

PERSONAL DETAILS

Name: Apoorva Kulshreshtha19th
Date of Birth: March, 1989
Address: D-402, VVIP Homes, Gaur city 2, Greater Noida West, Uttar Pradesh
Father's Name: Dr. PK Kulshreshtha

