

KHUSHBOO

Full-time accounting manager with 11+ years of experience in Business Accounting, Financial Planning, budgeting and Accounting Administration. My experience includes Accounts Receivables, Financial Reporting, Inter Company Accounts & Reconciliations, collections, financial reporting and auditing.

CONTACT DETAILS:



+91 9818025759



khushboo.khetarpal@gmail.com



Gurgaon, Haryana (India)

EDUCATION:

Masters in Business Administration / MBA in Finance : From Kurukshetra University, Haryana, India in 2011

Bachelors in Commerce / B.COM : From Kurukshetra University, Haryana, India in 2009

SKILL SET:

- ☑ Financial Accounting
- ☑ Accounts Receivables
- ☑ VAT Filing
- ☑ Intercompany Reconciliations
- ☑ Intercompany Accounts
- ☑ Bank Reconciliations
- ☑ Fixed Assets Accounting
- ☑ Funds Management
- ☑ Vendor Management
- ☑ MIS to Management
- ☑ Inventory Management
- ☑ Month/Year End Closings
- ☑ Employee Reimbursements
- ☑ Office Administration
- ☑ Effective Computer Skills

LANGUAGES:

- ☑ English: Fluent
- ☑ Hindi: Fluent
- ☑ Arabic: Beginner

PERSONAL DETAILS:

- ☑ Date of Birth: 08/05/1988
- ☑ Nationality: Indian
- ☑ Gender: Female

COMPUTER SKILLS:

- ☑ Microsoft Office
- ☑ Tally ERP
- ☑ SAP
- ☑ Oracle
- ☑ Internet Applications

WORK EXPERIENCE:

Eau Bathing Solutions Pvt Ltd., Gurgaon, India.

May 2018 to Till Date

Position: Sr. Officer Accounts – Finance & Accounts

About Company : Eauset is one of India's leading names in holistic bathroom solutions with a spectacular range of Faucets, Showers, Sanitaryware, Urinals and other bathroom products. Over the years, Eauset has established itself at the forefront of creating cutting-edge and stylish solutions for its customers across India, Africa, SAARC, South America and GCC.

Duties & Responsibilities:

- Handling Accounts for Head Office and intercompany accounts with Production Unit.
- Maintaining Fixed Asset register of the company, booking of-
 - Depreciation in books of accounts,
 - Retirement of assets and
 - Profit & loss of sale of Fixed Asset
- Maintenance of Cost-in-progress of the new assets and capitalization of cost after asset is ready to use.
- General Ledger accounting related to Branding, Overhead accounting, Vendor Payments, etc.
- Managing Banking Transactions and Reconciliations.
- Actively participated in meetings for Framing of Policies (Spl.TravelReimbursements), Budgeting, Financial Statement and Events etc.
- Actively Involved in dealing with Auditors.
- Supporting in Export Documentation.
- To deal with documentation related to International payments.
- To take Care of Foreign Remittances.
- To take Care of tracking and invoicing of Travel Billings.
- Monthly Employee Reimbursements as per the Policy.
- Coordinating with Vendors for facilities and office requirements and their payments.

RH Facility, Gurgaon, India.

October 2016 to April 2018

Position: Asst. Manager-Accounts & Office Admin

Duties & Responsibilities:

- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data and issuing invoices.
- Reconciling financial statements.
- Managing obligations to suppliers, customers and third-party vendors.
- Preparing bills, invoices and bank deposits.
- Identifying, Verifying & addressing discrepancies and resolving clients billing issues.
- Contacting clients and sending reminders to ensure timely payments.
- Submitting tax forms.
- Handling the entire stores function including inventory control and preparation of Stores MIS.
- Coordinating with all Depts. on Material requirements. Forecast, budget and arrange for materials on time.
- Local Material procurement / bulk amount purchase depending on requirement
- Monthly reconciliation of stock / Physical stock verification.
- Taking care of monthly and weekly attendance and other daily admin tasks and responsibilities.
- Responsibly acting for Staff and labour welfare and general administration.

PL Engineering Limited, Gurgaon, India.

June 2014 to August 2016

Position: Executive-Finance & Accounts

Duties & Responsibilities:

- Coordinate with Project Team to ensure Accurate and Timely Billing.
- Account Receivables.
- Monthly calculation of Work in Progress (Unbilled Revenue), Order Book back log, Revenue Assurance.
- Monthly Overhead distribution to Projects.
- AR Schedules.
- MIS Reporting to Management.
- Monthly review of Project Costing, Project Accounting and preparation of Project Profitability, Project Margin Analysis.
- Internal parties Reconciliations.
- Debtors' Collections.

PREVIOUS COMPANIES:

Bird Automotive Pvt. Ltd. (A BMW India Dealership)

Bajaj Capital Limited

August 2012 to May 2014

March 2011 to July 2012