

SAFA IMRAN KARBARI

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safakarbarisafa@gmail.com

Mumbai, India

Education

- Master of Commerce,
2021 - 2023
Specialization – Business Management
Mumbai University – Mumbai, India
Postgraduate SGPI – (7.25 /10)
- Bachelor of Management Studies
2018 - 2021
Specialization – Finance
Mumbai University – Mumbai, India
Graduated CGPI – (8.33 /10)
- HSC 2016 – 2018
Commerce
Maharashtra State Board, India
Percentage – 72%
- SSC – 2016
Maharashtra State Board, India
Percentage – 71%

Certification

Certified in Tally ERP 9
Certified in Advance Excel

Skills

Preparing financial statement
Invoicing
Time Management

Language

English
Hindi
Marathi

Summary

Financial Executive with **5 years** of experience implementing accounting systems with a comprehensive knowledge of general accounting, audit, and tax. Through knowledge of all aspects of accounting operation and analysis. Proven ability to manage all aspects of accounting operation, including accounts payable, cash disbursements, accounts receivable, cash receipts, financial analysis and monthly and year-end closing assistance, schedules, and responses to an audit request.

Experience

Designation: Admin / Executive Penta

Galaxy LTD, Mumbai - 2019 to 2021

Scription:

- Prepared quarterly accounting reports, monthly financial statements, Bank Reconciliation Statements.
- Manage and keep the company's tax database up to date.
- Calculated hourly, salary and bonus compensation for all employees.
- Create and maintain charts of accounts and establish well-placed systems for recordkeeping and accounting purposes.
- Prepared asset and liability account entries, by efficiently compiling and analysing account information.

Designation: Admin / Financial Executive

The Design Studio, Mumbai – Dec 2021 to March 2023

Scription:

- Systemized tracking for incoming leads including follow up and coordinating consultation appointments to be share between multiple Project Managers.
- Investigated and resolved issues related to GST while releasing payments.
- Timely reconcilment for all general ledgers including bank accounts and multiple supplier accounts.
- Reviewed invoices for coding accuracy and approval.
- Manage tax compliance processes, ensuring that tax returns are timely and accurately filed.
- Essential duties and responsibilities that included managing timesheets, annual leave, and expense reports.
- Processed all Accounts Receivable/Accounts Payable.

Designation: Customer Relationship Specialist Insurance Accounting

Willis Tower Watson, India – May 2023 to Till Date

Scription:

- Perform daily cash management duties, which includes posting of cash to the ledgers, conducting investigation and ensuring appropriate allocation of funds within agreed SLA.
- Manage ledger maintenance requests on daily basis and update records of the actions taken on the operating system.
- Maintain vigilance and responsiveness to urgent activity, ensuring appropriate escalation to the line manager for unresolved queries.
- Conduct reconciliation of incoming & outgoing statements for Clients/ Carriers and maintain up to date records on operating system.