



# SARJERAO SHRAVAN KHOT

**Accounts Specialist**

## PROFESSIONAL SUMMARY

Accounts Management specialist with 9+ years of experience known for accuracy, attention to detail, and timeliness in managing disbursement functions. Accounting career includes strong experience in Travel & Hospitality, Information Technology sectors and aptly handling accounting, creating invoices, and managing budgets, payroll, and proficiencies in generally accepted accounting practices (GAAP) as well as MS Office Suite, Oracle Net Suites, ERP management. Seeking new corporate opportunities to explore new avenues of professional and executive growth

## CONTACT



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## EXPERIENCE

### **Klook Travel Technology | Finance Associate** **Feb'19 - May'20**

- Handled financial accounts of the organization for its offices in India, Vietnam & Indonesia
- Prepared Account Receivables and Accounts Payable reports at the entity level.
- Performed maintenance of invoices, deposits, and money logs.
- Conducted yearly audits in coordination with auditors and ensured compliance with governmental tax guidelines were specifically adhered to.
- Forecasted and created actual cost budget against estimated yearly cost with the help of flux analysis.
- Helped in payrolling of salaries and compensation as well as expense and reimbursement of employees.
- Responsible for GST and TDS challans filing with external associates and stakeholders.
- Processed and analyzed journal entries, generated financial statements on a monthly basis to keep a tab on expenditures and revenues of the organization.
- In compliance with the taxation and accounting laws, prepared governmental reports filed taxes, and processed accounting cycle including gathering information, preparing documents, finalizing reports, and closing books
- Aptly consulted and calculated the pricing of all required financial information & sent the report to the parent company.
- Facilitated the Reclassification of Office Lease as per IFRS-16
- Validated Inter-company fund transfer in liaison with overseas offices and reconciled balance of accounts books.

## PROFESSIONAL SKILLS

- Accounts Payable Processes
- Accounts Reconciliation
- Corporate Accounting & Bookkeeping
- GAAP Standards & Government Regulations Compliances
- Vendor Negotiations & Management
- Payroll Management
- Budget Forecasting Management
- Tax Management
- Financial Records Management
- MIS Management
- Intuit QuickBooks Software Processing
- ERP software - Oracle NetSuite, Tally ERP 9.0, MSCIT



## EDUCATION

**B.Com | Mumbai University | 2010**

## TRAINING

**Oracle Net Suite Training By Klook At Hong Kong**

## Akbar Holidays | Accounts Payable

**Apr'14 - Feb'19 | Mumbai**

- Managed to handle accurate processing of International Inward & outward remittances (Multiple Currency) of PAN India.
- Efficiently processed the finance payable to domestic suppliers in INR.
- Assumed responsibility for Invoicing and bank reconciliation, Vendor reconciliation, MIS on the monthly basis.
- Handled financial and operational file closure in coordination with the operations team.
- Passed journal entries for closure for a month-end closing activity and sent the reports to management.
- Processed inland payments through banks and helped in the documentation for Bank Guarantee
- Furnished company executives with A/P liability summaries and cash flow reports that were consistently praised for their accuracy, user-friendliness, and timeliness.
- Handled the processing, distribution, accuracy verification, and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.

## Tata Consultancy Services | Process Executive

**Jan'12 - Jan'14 | Mumbai**

- Responsible for processing passport applications at PSK.
- Enabled documentation process of applicant associated and guided them about processes and rules as per prescribed format.
- Had a repertoire to increase service level agreement and efficiency of the process.
- Trained and coached new employees about documentation procedure and other processes.
- Handled the escalated grievances and process cases through the initial process.
- Duly completed all the targeted applications on daily basis and sent the report to Branch Manager.