

SHAMOONKHAN RAJPUT

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Currently located in Dubai, UAE

Visa Status: UAE Visitor Visa valid until Jan 2026

Nationality : Indian

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EDUCATION

THE INSTITUTE OF CHARTERED FINANCIAL ANALYSTS OF INDIA

- MBA IN FINANCE

GUJRAT UNIVERSITY INDIA

- BBA IN FINANCE

CERTIFICATIONS

CORPORATE FINANCE INSTITUTE

- Banking Products and Services
- Reading Financial Statements
- Excel Fundamentals Formulas for Finance
- Accounting Fundamentals

SKILLS

- Bookkeeping & Accounting
- Accounts Payable, Receivable & Reconciliation Management
- Cash Flow Management
- Month-End & Year-End Closing
- General Ledger & Payroll Accounting
- Financial Statements Finalization
- Financial Planning & Analysis (FP&A)
- IFRS, VAT & Audit Compliance
- MIS Reporting & Closures
- ERP & Accounting Software: SAP, Tally, QuickBooks, Zoho Books
- Advanced Excel & Power BI
- Leadership & Process Improvement

LANGUAGES

- English, Hindi, Gujrati, Urdu

OTHER INFORMATION

- **Notice Period**: 0 Days (Immediate Joiner)
- **Willing to Relocate**: Open to relocation for the right career opportunity.

PROFESSIONAL SUMMARY

MBA in Finance with 8+ years of experience leading finance operations, accounting, budgeting, forecasting, multi-currency and intercompany transactions, ERP systems, and financial automation. A manager-level professional with strong leadership, problem-solving ability, and a passion for numbers. Known for improving processes, reducing manual work through automation, and delivering accurate financial insights for decision-making. Seeking a role in a high-growth organization to lead teams, enhance internal controls, and support sustainable business growth.

WORK EXPERIENCE

SENIOR ACCOUNTANT Mar 2024 - Nov 2025

REELO TECHNOLOGIES PVT LTD **GUJARAT, INDIA**

Reelo is a SaaS platform that helps restaurants and retail businesses grow through automation, marketing campaigns, and loyalty programs.

KEY RESPONSIBILITIES & ACHIEVEMENTS:

- Led finance and accounting during the company's 3× growth, ensuring accuracy and timely reporting.
- Managed bookkeeping, finalization, and statutory compliance (GST, TDS, EPFO) with 100% on-time submissions.
- Coordinated with auditors and advisors, cutting audit queries by 40% through improved documentation.
- Strengthened internal controls and managed financial risks for compliance and accuracy.
- Implemented a new accounting system, improving efficiency by 30% and data accuracy.
- Prepared P&L, Balance Sheet, Cash Flow, and SaaS reports (MRR, ARR, LTV, CAC, Churn) with 25% higher accuracy.
- Delivered insights for budgeting, forecasting, and cost control, achieving 15% expense reduction.
- Ensured liquidity through effective cash flow monitoring and timely vendor payments.
- Reported to CEO and COO, supporting strategic and financial decisions.

SENIOR ACCOUNT EXECUTIVE
TRAVEL DESIGNER INDIA PVT LTD

Dec 2023 - Mar 2024
GUJARAT, INDIA

Travel Designer Group is a multinational B2B hotel booking company operating in 32+ countries, with 32,000+ travel partners.

KEY RESPONSIBILITIES & ACHIEVEMENTS:

- Managed end-to-end Accounts Receivable operations across multiple currencies, ensuring timely collections and accurate financial records.
- Oversaw and reconciled payments across various payment gateways, handling multi-currency transactions efficiently.
- Prepared and maintained weekly aging reports of outstanding balances, providing actionable insights for Sales Managers and the CFO to optimize cash flow.
- Coordinated client follow-ups on overdue invoices, improving collection efficiency and reducing outstanding debt.
- Generated detailed reports and dashboards for management review, supporting strategic financial decision-making.
- Streamlined AR processes to enhance accuracy, efficiency, and compliance across international operations.

ACCOUNTS EXECUTIVE
METROTELWORKS PVT LTD

Feb 2023 - Dec 2023
GUJARAT, INDIA

Metrotelworks is a multinational telecommunication services provider headquartered in Singapore.

KEY RESPONSIBILITIES & ACHIEVEMENTS:

- Managed multinational books of accounts, including payables and financial operations for India, Saudi Arabia, Brazil, Bangladesh, and the USA, ensuring accurate and compliant reporting across multiple regions.
- Handled multi-currency transactions and intercompany reconciliations, ensuring alignment of accounts across subsidiaries.
- Prepared detailed operational MIS reports, including project-wise performance, cash flow statements, and YTD MIS reports for all countries.
- Performed bank reconciliations, monitored unbilled revenue aging, and maintained creditors and debtors aging reports.
- Supported strategic decision-making with accurate and timely financial insights across international operations.

FINANCE EXECUTIVE
SHARP CONSULTANCY

Jul 2021 - Jan 2023
GUJARAT, INDIA

Sharp Consultancy is a specialized financial advisory firm in India, managed by experienced Chartered Accountants and MBA Finance professionals, offering expertise in secured loans, unsecured loans, and project finance.

KEY RESPONSIBILITIES & ACHIEVEMENTS:

- Led the preparation and review of financial reports, cash flow statements, and credit analyses for loan customers, supporting informed lending decisions.
- Oversaw secured, unsecured, and project finance operations, ensuring compliance, accuracy, and timely loan processing.
- Collaborated with credit managers, Chartered Accountants, valuers, and clients to streamline loan appraisal, reporting, and approval workflows.

ASSISTANT MANAGER ACCOUNTS
ENDEAVOR CAREERS PVT LTD

Dec 2017 - Jul 2021
GUJARAT, INDIA

Endeavor Careers is a leading EdTech and educational institute in India, offering entrance test preparation and career development programs across multiple locations.

KEY RESPONSIBILITIES & ACHIEVEMENTS:

- Managed and led the finance team, overseeing bookkeeping, accounting, and financial reporting to ensure accuracy and compliance.
- Supervise Accounts Payable and Receivable, monitor ageing reports, ensure reconciliations, and optimize cash flow and financial processes.
- Prepared and presented MIS and analytical reports, providing insights to management for operational efficiency, financial planning, and process improvements.
- Oversaw audit coordination, bank reconciliations, and internal controls, ensuring accuracy and adherence to statutory requirements.

ACCOUNTS EXECUTIVE
KATARIA AUTOMOBILE PVT LTD

Apr 2017 - Dec 2017
GUJARAT, INDIA

Kataria Automobiles is a well-established automobile company in India, providing comprehensive automotive services and support across its operations.

KEY RESPONSIBILITIES & ACHIEVEMENTS:

- Managed end-to-end Accounts Payable operations, including invoice processing, transaction posting, and vendor reconciliation.
- Monitored payments, purchase orders, and expenditures, ensuring timely processing and accurate financial records.
- Maintained and analyzed creditor ageing reports to optimize cash flow and vendor relationships.
- Prepared monthly AP summaries and financial analyses to support management decision-making and audits.
- Ensured compliance with statutory requirements and maintained accurate documentation for auditing and reporting purposes.