KHUSHBOO KEWALRAMANI
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PROFESSIONAL SUMMARY

Results-driven finance and operations professional with 4+ years of experience in the UK, USA and India, spanning financial control, accounts payable management, reconciliations, and audit-ready reporting. Recognised for strengthening financial processes, automating Excel-to-Power BI reporting, tightening AP controls, and streamlining month-end close across multiple cost centres. Proficient in AI, Power BI, advanced Excel, Xero, and ERP systems.

WORK EXPERIENCE

Center for Creative Leadership (CCL) | August 2026 – Present (US – Remote)
Process Analyst – Revenue Cycle Management

- Processed ~1,000 coach invoices monthly end-to-end, cutting average processing time from 5 to 3 days and achieving 98% first-pass accuracy.
- Managed and processed 2 revenue cycle workflows across billing and payments, reducing open exceptions by 30% and improving on-time coach payments to 95%+.
- Automated manual invoice and workflow steps, saving 20+ hours of manual effort per month and reducing data-entry errors by 40%.
- Contributed to CCL's AI transformation by piloting an AI-enabled use case in invoice processing, reducing manual review effort by 25%.
- Mapped and redesigned 3 RCM processes to remove bottlenecks, shortening the invoice-to-payment cycle by 2 days.

Hestia Housing and Support | June 2024 – July 2026 (London)
Finance and Operations Coordinator

- Managed end-to-end P2P processing of 800+ supplier invoices monthly in Xero across multiple cost centres, eliminating late-payment escalations and improving first-pass payment accuracy from 89% to 96%.
- Reduced the monthly close from 15 to 8 working days by analysing spend patterns and process bottlenecks across AP and month-end, and redesigning workflows to remove manual steps and processing errors.
- Designed and rolled out automated Power BI dashboards to replace manual Excel-based MIS reporting, cutting reporting turnaround by 40% and giving senior leadership real-time visibility over organisation-wide budgets
- Performed monthly variance analysis and budget-vs-actual reviews on ~£2m of budgets, flagging material deviations with commentary that directly informed £50k of funding reallocations and tighter cost control
- Served as key finance contact for budget holders, suppliers, and external auditors, resolving queries within a 48-hour SLA and delivering audit schedules that supported a clean external audit

Bombay Enterprises | August 2020 – August 2022 (India)
Accounts Assistant

- Processed 200+ vendor invoices weekly with 3-way matching (PO, GRN, invoice) in Tally and Xero, maintaining accurate GST input credit records and filing monthly GST returns within statutory deadlines
- Independently executed monthly vendor payment runs of ~₹30 lakh via NEFT/RTGS, prioritising due dates and cash availability to avoid late-payment penalties
- Performed monthly bank reconciliations (BRS) and vendor ledger reconciliations, clearing long-pending open items and maintaining clean ledgers at month-end close
- Recovered ₹10 lakh of 90+ day overdue receivables through debtor ageing analysis and structured follow-up cycles, escalating high-risk accounts to management
- Prepared monthly MIS covering creditor/debtor ageing and AP/AR outstanding positions for management review

CORE COMPETENCIES

Skills and Expertise: Accounts Payable (P2P), Accounts Receivable & Collections (O2C), Month-End Close (R2R), Accruals & Prepayments, Bank Reconciliation (BRS), Vendor Reconciliation & Master Management, Variance Analysis, Budget vs Actual, MIS Reporting, GST Filing & Input Credit, TDS, Payment Cycle & Cash Flow Management, IFRS, Debtor Ageing and Credit Control, Process Improvement and Automation

Tools & Systems: Tally, Xero, Power BI, Advanced Excel (Pivot Tables, XLOOKUP, Macros), Tableau, Bloomberg Terminal, SQL, ERP Systems, Sage, HubSpot, Gen AI, Microsoft Dynamics, Oracle, SAP

EDUCATION

Brunel University London | Sept 2022 – Jan 2024
MSc Finance and Investments

RTMNU University Nagpur | July 2019 – July 2022
Bachelor's in Business Administration

CERTIFICATIONS

- AIGP and EU AI Act
- AI Governance – Coursera
- Corporate Finance Fundamentals – Corporate Finance Institute
- Financial Modelling Foundations, Mergers and Acquisitions, Strategic Planning – LinkedIn Learning
- Lean Six Sigma