MAITRI SHAH

Senior Accounts Officer — Record to Report (R2R) & General Ledger

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PROFESSIONAL SUMMARY

Detail-oriented Senior Accounts Officer with 5+ years of extensive hands-on experience in Record to Report (R2R), General Ledger (GL) scrutiny, and financial reporting under IFRS and US GAAP. Proven track record in executing Month-End / Year-End Close (MEC/YEC), balance sheet substantiation, accruals, prepayments, deferred revenue, and IFRS 16 lease accounting. Skilled in resolving complex ledger discrepancies, managing multi-currency treasury cycles, handling direct client review calls, and delivering audit-ready workpapers. Proficient in ERPs including Oracle APEX, Sage Intacct, and QBO.

KEY SKILLS & CERTIFICATIONS

Accounting & R2R:	Record to Report (R2R), IFRS & US GAAP, Month-End/Year-End Close, GL Scrutiny, Accruals & Prepayments, Deferred Revenue, IFRS 16 Leases, Intercompany (ICO) Reconciliations.
Controls & Operations:	Bank Reconciliation Statements (BRS), Credit Card & Cash Reconciliations, 2-Way & 3-Way Matching, Vendor Reconciliations, Client Calls, COGS Analysis, US Sales Tax, Basic US Tax (1040, 1120, 1065).
ERPs & Systems:	Oracle APEX, QuickBooks Online (QBO & QBO IES), Sage Intacct, Dream ERP, StarRez, Bill.com, QB Payroll, POS Systems.
Tools & Credentials:	Advanced MS Excel (XLOOKUP, VLOOKUP, Pivot Tables, SUMIF, Subtotals, Basic VBA Macros, Dashboards), Xero Certified Advisor (Level 1).

PROFESSIONAL EXPERIENCE

Xqube Global Group Pvt. Ltd. — Senior Accounts Officer **Aug 2026 – Present**

QX Global Group Pvt. Ltd. — Senior Accounts Officer / Accounts Officer **Aug 2023 – Jul 2026**

- **Senior Accounts Officer (Aug 2025 – Jul 2026):** Led Month-End and Year-End Close (MEC/YEC) for 14+ student accommodation properties under IFRS using Dream ERP and StarRez; led regular client calls to resolve accounting and ledger queries.
- Conducted detailed General Ledger (GL) scrutiny, prepared accruals, prepayments, deferred revenue, and IFRS 16 lease schedules; resolved £96K insurance GL discrepancy and £70K year-end deferred revenue variance.
- Executed intercompany reconciliations, posted adjusting journal entries (AJEs), and supported statutory audits by compiling PBC schedules.
- **Accounts Officer (Aug 2023 – Jul 2025):** Managed end-to-end AR and Treasury across 19 properties; prepared bank reconciliations (BRS) and float/funding requests; assisted with ERP system migration and data reconciliations.

Pacific Group of Companies — Staff Accountant **Dec 2022 – Jul 2023**

- Managed end-to-end bookkeeping and GL accounting for US SME clients using QuickBooks Online and Sage Intacct under US GAAP.
- Performed regular General Ledger (GL) scrutiny and variance reviews; led client calls and email correspondence to resolve financial queries.
- Enforced AP internal controls via 2-way and 3-way matching of vendor bills against purchase orders, and resolved vendor disputes.
- Processed vendor disbursements through Bill.com, posted payroll journals, and completed monthly bank/credit card reconciliations.

Nextgen Clearing Pvt. Ltd. — Accounts Assistant **May 2021 – Dec 2022**

- Generated large commercial invoices and systematically loaded billing files into Oracle APEX.
- Managed Foreign Exchange (Forex) transactions, multi-currency cash application, receipt allocations, and issued client credit notes.

EDUCATION

MBA in Finance (CPI: 9.26)
SAL Institute of Management, GTU (2019 – 2021)

Bachelor of Business Administration (BBA – 67.4%)
Som Lalit Institute of Business Administration, GU (2016 – 2019)

HONORS & AWARDS

- Top Performer Award — QX Global Group Oct 2025
- Top Performer Award — QX Global Group Aug 2024