

shubhamkhobragade09@gmail.com
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Skills

- **Accounting & Finance Operations:** Invoice processing, reconciliation, payables/receivables, SLA compliance
- **Tools & Systems:** SAP Ariba, MS Excel (Advanced: VLOOKUP/XLOOKUP, Pivot Tables, IF/SUMIF), MS Office Suite
- **Soft Skills:** Attention to detail, documentation, stakeholder coordination, confidentiality
- **Other:** US shift availability, process-driven operations

Education And Training

Bachelor's Of Commerce In Computer Application:
Dr. Ambedkar Institute Of Management Studies And Research
Nagpur, India

Languages

English: First Language	
Japanese:	C2
Proficient (C2)	
Hindi:	C2
Proficient (C2)	
Marathi:	C2
Proficient (C2)	

Certifications

- JAPANESE NAT Q3 (JLPT N3 Equivalent)

Shubham Khobragade

Summary

Detail-oriented finance operations professional with **2+ years of experience** in reconciliation, payables support, and SLA-driven back-office operations across global environments. Experienced in invoice processing, payment tracking, discrepancy resolution, and stakeholder coordination for US, UK, and multinational accounts. Proficient in Excel and SAP Ariba, with a strong focus on accuracy, documentation, and compliance. Adept at working in structured, process-oriented roles and US shift hours, with a demonstrated ability to adapt quickly to new systems and guidelines.

Experience

EXL Service - Credit Advisor

Pune, India
08/2023 - 12/2023

- Supported customers on a UK-based retail and credit platform by addressing payment, billing, and credit-related queries.
- Assisted with payment tracking, outstanding balances, and debt collection activities in line with regulatory and process guidelines.
- Investigated transaction discrepancies and provided resolution through structured follow-ups and accurate record maintenance.
- Demonstrated strong attention to detail while managing financial interactions and documenting case resolutions.

Amazon Development Centre - Senior Associate

Hyderabad, India
05/2022 - 12/2022

- Served as the first point of contact for US-based Amazon employees, handling high-volume operational queries with strict adherence to SLAs.
- Supported employee pay-related inquiries including payslips, time-off balances, and policy clarifications, ensuring accurate resolution and documentation.
- Assisted in resolving payroll-related discrepancies through systematic investigation and cross-functional coordination.
- Maintained confidentiality while handling sensitive employee and compensation-related information.

HCL Technologies - Executive Associate

Nagpur, India
02/2021 - 12/2021

- Managed vendor financial operations including invoice processing, validation, and timely posting in compliance with internal controls and SLAs.
- Performed reconciliation of vendor invoices and payment records to identify discrepancies, short payments, and outstanding items.
- Coordinated directly with vendors across the USA, Canada, and South America to resolve payment queries and ensure accurate settlement.
- Maintained detailed documentation of communications, corrections, and

transaction updates within internal systems.

- Utilized **SAP Ariba** and **MS Excel** to track invoice status, payment cycles, and reconciliation outcomes.