



# Khyati Shah

Finance, Operations and HR

London, UK

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## Languages

Gujarati (Fluent)

Hindi (Fluent)

## About

A proficient Financial Manager, adept at increasing work process efficiency and profitability through functional and technical analysis with 15+ years of experience in Finance, Operations and Credit Management. Currently working at Rematch STM Ltd, a sporting event start-up creating unique immersive production around the most iconic sports in history. Recently launched Rumble in the Jungle – an immersive production. I am a core member of the leadership team working closely with the Partners and Head of Departments.

I am also recognized for operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction—a resourceful and well-organised professional with excellent leadership and team-building record. I am also pursuing Level 3 in Credit Management and I have been an affiliate member of CICM since 2015 on top of My Master in Commerce (Accounting).

### Key Skills:

- Account receivable – Credit Management & Bank reconciliation
- Account payable – pay run, Expenses
- Budget, forecast and Actuals
- Monthly management reports
- VAT, HMRC, Pension and PAYE
- Cross-team collaboration to achieve KPI and OKR targets
- FCA reporting and oversight
- HR, Admin, Operations & Payroll (Inc Contracts and Freelancers)
- B2B & B2Cs Multi-currency Experience
- Experience in Xero, G suite, CRM, Sage, Stripe, HubDoc, PayPal, CharlieHR, BambooHR, Dext Airtable, Harvest & Excel
- Staff leadership and development - 121s, Reviews, Training
- Developing AP & AR processes

### BRANDS WORKED WITH

Brooklyn Electric   Cool Water Enterprises Ltd   Mastered

Rematch - The Sporting Time Machine

## Experience

### ● Finance Operations Manager (Contract)

| Sep 2021 - Now

Working on a Freelance and contract basis with various Startups in Finance Services, event direction, partnership & engagement for creative industries. Working closely with Directors, Founders and Senior Management team to establish and run smooth finance and operations as per the business requirement.

- Joined Rosecut and Creative Economy Team as a consultant to help establish the day-to-day finance operations. Helping them bring in-house Payroll and Pay run for the smoother operations of paying supplier and contractor's invoices.
- Managing Contracts, work schedules and necessary admin work for correct invoicing and operational management to ensure the business processes are compliant and suitable for the SMT's current needs.
- Working closely with founder and Directors for book-keeping, bank reconciliation, cash flow forecasting and budget management.
- Experience working in a fast-growing Fintech startup with FCA regulations – working closely with the Auditors and External Accountants.

## ● Finance Operations Manager

Rematch - The Sporting Time Machine | Sep 2022 - Now

Rematch - The Sporting Time Machine create totally unique immersive events around the most iconic sporting moments in history. Blending live actors, music, film, food, drink and tech, we reimagine the biggest stories in sports.

Working closely with Partners and CFO on Finance and operations. Currently working on the greatest, most fantastical, immersively pugilistic event of all time.

- Joined the Rematch team, preparing to launch one of the iconic events – Rumble in the Jungle, a live immersive production. Working closely with Partners and CFO, establishing finance and administrative processes from scratch. Working with HODs across all the functions – events, creative, tech, marketing
- Supporting each department with finance requirements and working with the CFO to set up the reporting and budget system to review actuals and forecasts throughout the production. Overall being responsible for the cost/budget management for the production
- Working closely with the Cast, Stage Management and performing team, Event team and Tech team Payroll and supplier payments. Implemented a seamless approval system using ApprovalMax
- Main point of contact on all Finance and Operations. Working with stakeholders on reporting and decision-making. Managing external accountant and bookkeeper.



## ● Finance Operations Manager

Mastered | Oct 2018 - Sep 2022

Skills: Credit Management · Payroll · Financial Reporting · Xero · Budgeting & Forecasting

- Promoted to Finance Manager, continuing my role as a Senior Credit Manager. Monitoring day-to-day finance operations - pay run, payroll, invoicing, reconciliation, operations and HR.
- Working and reporting directly to the Directors and helping manage the cash flow, researching financial reports and forecasts. Overseeing finance and operations as well as, working with external accountant and freelancers.
- Conducting month-end management accounting processes and reports, budget, and forecasting.
- Collaborating with clients regarding receivables, invoices and collection.



## ● Senior Credit Manager

Mastered | Oct 2017 - Oct 2018

Skills: Credit Management · Financial Reporting · Xero

- Successfully managed 5500+ accounts and established effective credit management and collection processes for payment plans in multi-currency (including B2B and B2C brands and professionals globally).
- Team leading the Finance team and providing training.
- Conducting 121s and 360 reviews with the Finance team members.
- Achieved targeted collection by developing excellent customer relationships. Maintained less than 5% bad debt.
- Carried out project management activities for the Auditing, Bank reconciliation, Data synchronisation and monthly enrolment tracker.
- Delivered commercial training to the sales-finance and customer sup-

port team to help maintain excellent customer experience and to reduce DSO.

- Working and liaising with third-party finance options, such as Klarna and Divido to help professionals with monthly payments and preventing cancellations/refunds.
- Organising data analysis and record management to ensure the admin process is completed and Xero reports are synchronised and ready for the monthly board pack.
- Assisting the COO and Head of Finance to evaluate the Cash flow forecasting.
- Handling Stripe/PayPal disputes, refund/cancellation, and deactivation.



### ● Credit Manager

Mastered | Nov 2016 - Oct 2017

Skills: Credit Management · Financial Reporting · Xero

- Liaised with professionals and brands about all financial and payment queries, to resolve issues and subsequently negotiate repayment plans in a friendly and flexible but firm approach.
- Provided training for complex Bank reconciliation in Xero and guided with allocations of transfers from Stripe/PayPal GBP, EUR, AUD and USD accounts.
- Reported to the Head of Finance on cash forecasting, maintaining credit management policies and analysing the Finance reports.

### ● Credit Controller

Cool Water Enterprises Ltd | Jun 2005 - Jan 2010

- Chased outstanding debts of large/multisite organisations, as well as managed account communication and customer database. Managed Credit control and Account reconciliations/allocated incoming payments



### ● Accounts Assistant

Brooklyn Electric | Dec 2000 - Jan 2005

- Processed payments into the system and reviewed overdue accounts.
- Carried out banking operations and reconciliation, including bank & cash payments. Prepared journals, including prepayments and accruals.

## Education & Training

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2017

### ● CICM (Chartered Institute of Credit Management)

Credit Management,

2000 - 2002

### ● Gujarat University

Master's degree,