

Vasundhra Sidhu

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Contact No: 7042065515

Head of Accounts

Experienced Head of Accounts at Continuum Electroparts Pvt. Ltd. with over 3 years of experience in reconciliation and financial analysis. Skilled in Zoho Books and Excel and with strong multitasking and communication skills. Skilled in scheduling, filing, and document management and office management.

KEY COMPETENCIES

- Operation Management
- Organizational Skills
- Professionalism
- Document Management
- Time Management
- Problem Solving
- Written Communication
- Communication skills
- Leadership
- Interpersonal Skills
- Microsoft Excel
- Microsoft Word
- Teamwork
- Creativity
- Attention to Details
- Written Skills
- Cash Flow Management
- Product Positioning

PROFESSIONAL EXPERIENCE

Continuum Electroparts Pvt Ltd

Head of accounts

August 2021 -
Present

- Managed full-cycle accounts payable process for over 100 vendor accounts.
- Ensured timely and accurate processing of vendor invoices and payments.
- Developed and maintained effective relationships with vendors.
- Researched and resolved discrepancies in vendor invoices and statements.
- Reconciled vendor accounts and identified and resolved discrepancies.
- Monitored accounts payable aging reports and addressed past due invoices.
- Prepared and processed payments using electronic funds transfers and other methods.
- Generated monthly, quarterly, and annual financial reports.
- Successfully processed over 1000 invoices and payments in a high-volume accounts payable department.
- Maintained accurate records and updated accounts payable ledgers to ensure timely payments.
- Reconciled vendor accounts on a monthly basis to ensure accuracy of accounts payable ledgers.
- Handled the day-to-day accounts payable operations, including invoice processing, check runs, and vendor payments.
- Answered vendor inquiries and provided assistance in resolving invoice discrepancies.
- Generated financial reports for customers to ensure accurate record keeping and accuracy of billing.
- Processed customer invoices and payments in a timely manner.
- Monitored customer accounts and adjusted payment plans accordingly.

EDUCATION & CERTIFICATIONS

University of Delhi

Graduation

Bachelor of Science Home Science

Lady Irwin College (2019)

New Delhi, India

Senior Secondary School

2015

New Delhi, India

Multi- cuisine Certificate Course

Ashoka Institute of Hospitality & Tourism Management

December 2018 - April 2019