

**ALLISHA WALIA**

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**Objective:** Seeking an interactive and challenging environment to apply my strengths, interpersonal communication skills and having an opportunity for personal growth and professional advancement.

#### **Brief Overview**

Master's in finance from "IMT Ghaziabad" with expertise in Accounts Receivables, Reconciliations and Month End Process

Valid Visa for US – till' Jun 2029.

Handled on site transition to UK and streamlined the project.

Handled smooth transition through calls and Zoom call from US.

Have comprehensive knowledge about computers along with hands on working knowledge of various industry wide platforms like Oracle R12, SAP other ERP packages.

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## **PROFESSIONAL EXPERIENCE**

### **GENPACT INDIA PVT LTD**

#### **Team Leader – Jun'20-Till now**

- Manage the Portfolio of the customer and reduce the outstanding amounts.
- Responsible for the follow ups and coordination necessary to ensure all unpaid debits and credits on customers' accounts receivable area worked to conclusion with payments or internal adjustments regardless of how these items occur.
- Ensure timely achievements of collection targets by formulating and executing collections strategy
- Supporting the collection efforts /Calls for accounts receivable portfolio
- Researching of payments from SAP using transaction codes and received the payments via check, Wire or ACH.
- Prepare and present reports of expected payments v/s actual payments received
- Utilize the process SOP and also stay updated with changes done in the SOPs
- Initiate credits and adjustments to customer accounts with correct ledger coding
- Creating the offset, write offs, refund and reversals Superforms.
- Collaborate with different stockholders like sales, credit managers , customer service, order express team
- Draft the payments like manual eft's and blocking the payments as per customer authorization of late payments
- Releasing and deleting the held order in Distract platform and confirm the customer.
- Contact clients and discuss their overdue payments
- Handle the mailboxes and action queries within the TAT time
- Recognize root cause debt collection issues and initiate corrective action

### **CIENA INDIA PVT LTD**

## **Supervisor -- Apr'19-Feb'20**

- Coordinate the activities of team members to ensure a smooth and efficient department that reduces the number of collection cases that are overdue.
- Receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Manage communication with all customers to ensure payments and evaluate all expire accounts and maintain accurate records for same.
- Evaluate and resolve all credit hold issues and monitor all accounts for billing details.
- Bank Reconciliation on monthly and quarterly basis.
- Preparing/Analyzing weekly and monthly Revenue & Operational Reports.
- Collaborate with senior collector and initiate debt write off and negotiate all settlements with all collection procedures.
- Manage large NPA accounts and identify credit solutions as defined as per the Collections and Recovery Process to reduce the NPA exposure.
- Creation of weekly Backlog Variance report transaction v/s Fulfilment of the product.
- Monthly creation of Scorecard wherein the forecasting v/s collections.
- Daily invoicing to customers based on customer purchase orders, shipping reports, receivable reports and contracts
- Analyze Contract in Customer Purchase Order Distribution System application.
- Examine Transaction register to get the information for invoices for Particular PO.
- Daily communication with various departments internally as well as externally as it relates to billing Review customer contract requirements as they relate to billing and payment terms and ensure customer invoices meet all requirements as stated in the contract.
- Perform Revenue Recognition activity (Deferred Revenue) by raising contract invoices.

## **BECHTEL INDIA PVT LTD.**

### **Sr. Billing Accountant- OCT'15-MAR'19**

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- Supervision related to billings, credit adjustments, and refunds on monthly basis.
- Managing calls and correspondence in a fast paced and goal oriented team.
- Collect customer payments in accordance with payment due dates.
- Application of funds received on invoices issued to clients.
- Responsible for Collection of Over dues and keeping the Over dues under control
- Reconcile customer disputes and accounts across globe (US & UK prime customers)
- Follow-up / collection activities on outstanding invoices / accounts.
- Performing review on GL accounts to report confirming and non-confirming accounts.
- Provide support and analysis for the Monthly Operations Review process and other related processes.
- Monthly reconciliation between revenue earned vs contractual agreements.
- Worked towards Process Analysis, Process Improvements & Process Documentation.
- Work with cross-functional teams in resolving financial and revenue related issues.
- Develop new strategies to improve accuracy and timeliness of Receivables.
- Develop internal finance controls based on industry best practices.
- Providing assistance to other Analysts and conduct job trainings when required.
- Conducted trainings on Processor Errors to improve their accuracy and efficiency.
- Coordinating with different department like AP, GL related to client invoicing.

## **XCHANGING TECHNOLOGIES**

**Worked as Senior Associate in O2C - Jan'11- Oct'15**

- Generation of Invoices, Sales orders, Credit notes and Debit notes.
- Identify outstanding account receivables.
- Investigate historical data for debts and bills.
- Provide timely follow-up on payment arrangements.
- To perform revenue v/s cost finalization activity on monthly basis
- Handling team with full knowledge of AR
- Posting of accounting entries related to cash application in SAP
- Raising Contract and Fixed invoices for Internal and External customers
- Taking Care of Statutory compliance related to software export related activity. (Softex)
- Posting of remittance in a timely manner in order to reduce client ageing in SAP
- Master database management
- Perform Revenue Recognition activity (Deferred Revenue) by raising contract invoices
- Intercompany Accounting
- Assisted in Internal Audits
- Maintaining Invoice / inventory registers on monthly basis
- Work closely with customer in monitoring payment status to maintain payment with agreed terms.

## **Other Education**

- MBA +PGDM from IMT Ghaziabad in 2013.
- Bachelor of Commerce (Pass) from Delhi University, India in 2010.
- Higher Secondary Examination from GHPS in 2007

## **COMPUTER PROFICIENCY**

Diploma in Software Development from NIIT (National Institute of Information Technology)  
Having knowledge of various languages like SQL, Ms-office, HTML.

## **Personal Details**

Date of Birth :	26th Sep, 1989
Permanent Address :	Lotus Boulevard sec 100 Tower 9 Pin:201304
Languages known :	English, Hindi
Marital Status :	Married
Hobbies :	Dancing, Sports