

# Neha Bisht

902, New Al Qubaisi, Al Qasimia, Sharjah

+971 542917144

[Bisht.nneha@gmail.com](mailto:Bisht.nneha@gmail.com)

Experienced Accountant with more than six years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning.

## PROFESSIONAL EXPERIENCE

### **Accounts Administrator, Lomas ME FZE, Jan 2023 to Present**

- Recording, organizing, and maintaining financial data such as invoices, receipts, bills, and bank statements.
- Maintaining accurate records of financial transactions, including posting entries to the general ledger, reconciling accounts, and ensuring the accuracy of financial statements.
- Managing accounts receivable processes, issuing invoices, tracking customer payments, following up on overdue accounts, and maintaining a healthy cash flow.
- Assisting with general administrative tasks, such as managing correspondence, maintaining files and records, answering inquiries, and coordinating with other departments as needed.

### **Senior Accountant, Shreya Hospitality Service Private Limited, Gurgaon**

**APRIL 2022 — NOV 2022**

- Issuing & entering sale invoices & sending it to the customer after verification of all the details.
- Updating accounts payable and performing reconciliation.
- Bank entries & Bank reconciliation.
- Vendor Reconciliation.
- Worked to support the senior management staff with day-to-day accounting tasks.
- Produce error-free accounting reports.
- Organize books and maintained inventory records.
- Provided monthly, quarterly, and annual accounting services.
- Doing GSTR1 reconciliation
- Checking and supervise the work of junior staff as per rule set by the CA.
- Taking care of TDS deduction and booking.
- Reconciling 26AS.
- Coordinating with CA regarding the accounting work.

## **Senior Account Executive, Indicare Health Solution Pvt. Ltd., New Delhi**

**DECEMBER 2018 — MARCH 2022**

- Purchase, Receipt, and Payment entries in Tally software.
- Day-to-day Accounting work and bookkeeping.
- Generating sale invoice and preparation of challan.
- Passing journal entry in system of receivable, fund transfer, and payment to creditors as per due date.
- Maintain Bank Reconciliation and reconciliation of Debtors & Creditors.
- Handling portal of M/S Bharti Airtel and M/S Nestle for invoice processing keeping the records of the Po's and solving out discrepancy if any by coordinating with Airtel and Nestle team along with tracking of payment.
- Handling petty cash.

## **Finance Executive, Ansai Tooling Systems Pvt. Ltd., Gurgaon**

**NOVEMBER 2016 — JUNE 2018**

- Responsible for preparing Bank reconciliation statement on monthly basis.
- Reconciling monthly supplier statements & issue of payment.
- Maintaining of sales register, purchase register.
- Reconciliation the Debtors Statement and Co-ordinate with Debtor.
- Outstanding payment follow-up with all clients.
- Managing Account Payable & receivable.
- Releasing payment to the vendor.
- Involved in material planning.

## **Accounts Trainee, Genuine Electric Pvt. Ltd., Haridwar**

**AUGUST 2015 — OCTOBER 2016**

- Vendor Reconciliation.
- Supplier's and customer's account reconciliation every month
- Conducting monthly internal audit of purchase booked with account vs. store & security gate.
- Prepare daily MIS related to Sale, Purchase & Bank.
- Process payable report on weekly basis.
- Responsible for TDS & TCS reports & making payment online.
- Checking of Salary, EPF & ESI on monthly basis.
- Generating & issuing online Form 16, Form C and Form 11 our vendors quarterly and monitoring the collection of Form C and 11 from our customers.

## **EDUCATION**

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**Master of Business Administration: HR & Finance, Kumaun University, Nainital**

**JULY 2011 — JUNE 2013**

- Secured 65% Marks.

**Bachelor of Business Administration, Kumaun University, Haldwani**

**JULY 2008 — JUNE 2011**

- Secured 65% Marks.

## SKILLS

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- Microsoft Excel
- Teamwork
- Ability to work under pressure.
- Ability to Multitask.
- Communication Skill.
- Knowledge of Accounting software Tally, Zoho.