

SADHVEE VYAS

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Career Objective

Aspiring for career that utilizes my skills and knowledge in my area of competence which contributes to the mutual growth of the organization as well as of mine.

Academic Qualification

- MBA (Finance & HR)-2010-12 from DAVV, Indore with 68.5%
- BCOM -2007-10 from Jiwaji University with 64%
- 10+2[2007] from Blossom Convent School with 79.3%

Work Experience**BEE Electric Pvt Ltd**

Date of Employment: January 2018 to till date

Designation: Senior Account Executive

Roles and Responsibilities:

- Keep accurate records for all daily transactions in tally ERP 9.
- Preparing the projection of Payments for the purpose of Cash Flow.
- Reconciling consumer accounts on monthly & yearly basis and identify inconsistencies.
- Monitoring all bank transactions.
- Issuing pro-forma, provisional and final Invoices of all STOA, MTOA & LTOA transaction on weekly, fortnightly and monthly basis.
- Cross Checking invoices with payment to ensure accuracy.
- Preparing final reconciliation sheet of all Interstate, Intrastate and Bilateral transaction based on the final invoices raised to the consumers.
- Preparing tariff working and realization sheet of all the consumers
- Calculation of rescheduling charges, electricity duty exemption working, wheeling charges & transmission Charges on monthly basis and raised the invoices accordingly
- Responsible for calculating the sheet of every captive consumer for exact CSS, AS, & ED refund
- Maintaining the record of any amendment given to consumers regarding the tariff or any other billing related matter
- Responsible for resolving the query of consumers related to any billing matter
- Preparing sales report of all the bilateral and captive transaction done in a month.
- Issuing debit note, credit note to consumers for rescheduling and transmission charges

SEQUEL LOGISTICS PVT LTD

Date of Employment: August 2017 to December 2017

Designation: Account Finance Officer

Roles and Responsibilities:

- Prepare customer's statement
- Enter Customer payment into system on daily basis.
- Generate weekly aging report.
- Research & analyze accounts.
- Preparing various multipurpose report for management based on monthly/fortnightly/weekly outstanding
- Performed daily reconciliations
- Resolve account receivable issue with customer
- Total past due receive invoices weekly and report to Manager
- Preparing Credit notes & Debit note.

WM Logistic Pvt. Ltd. (WASTE MANAGEMENT USA)-

Date of Employment: January 2016 to January 2017

Designation: Accounts Payable (P-Card) Processor Level-I.

Roles and Responsibilities:

- Vendor Reconciliation (Invoice and Payment)
- Vendor Receipt
- Vendor Invoice Processing
- Working on hold report on weekly basis to ensure that no invoice is on hold at the time of payment run.
- Involved in reporting issues to client, attending conference calls, and sending daily production reports to the client.
- Working on Approvals (Risk Area)
- Working on verifier to ensure that all the fields are entered correctly at the time of processing.
- Preparing a daily, weekly and monthly report which includes monthly SLA files, Dashboard.
- Doing quality check and reviewing of production
- Member of SME subject matter expert vendor reconciliation & invoice reconciliation process.
- Performing month end activities for PTP.
- Responsible for Vendors dispute resolution.
- Sending emails to vendors and clients for different queries.

Vivo India Pvt Ltd. Indore

Date of Employment: August 2015 to December 2015

Designation: Account Assistant

Roles and Responsibilities:

- Prepare general ledger, Journal entries and account reconciliation
- Invoice creation-timely & accurately.
- Physical verification, reconciliation of inventory with ERP & preparing stock report.
- Maintain sales register in MS-Excel.
- Reconciliation of Bank Statement on daily bases.
- Verifying, Checking & Releasing payments of vendor & employees
- Checking, Reviewing & Verifying Invoices as per PO raised
- Verifying Employees Travel Claims as per Policy.
- Responsible for documentation.

World Class Services Pvt Ltd, Indore

Date of Employment: April 2014 to May 2015

Designation: Accounts & Payroll

Roles and Responsibilities:

- Recording transactions in daily basis in Tally ERP 9 & 7.2
- Manage the vendor's accounts
- Preparing Payment vouchers and receipt vouchers.
- Handling daily petty cash expenses.
- Maintaining day-to-day cash inflows and outflows in Tally.
- Maintaining books of accounts (Like Bank, Cash, Journal, Etc.), Bank Reconciliation Statement, Debtor Reconciliation statement.

- Maintained Payroll of companies (like Bharti Airtel Limited, Bharti Infratel Limited, Edelweiss Tokio Life Insurance Company, Metro Cash & Carry India.Ltd, Tata Teleservices Pvt. Ltd, etc.)

Epic Research Pvt. Ltd

Date of Employment: June 2013 to March 2014

Designation: Business Analyst

Roles and Responsibilities:

- Managing the Client Relationship
- Managing the client CRM
- Work closely with our customers to understand their trading requirements and translate them into our client
- Interacting with the technical team to ensure that customer requirements are clear
- Keep regularly updates with market movements.
- Maintaining MIS Report
- Handling Customer's queries & providing them information regarding the different services of companies

Management Internship Training:

Summer Internship Project in “Overview of Religare Securities Ltd.” From 1st December, 2011 to 16th January, 2012 at **Religare Securities Ltd.**

Leadership Skills and Extra-curricular:

- Volunteered in the Global Investors Summit'12 as under the Confederation of Indian Industries (CII)
- Completed 8 years of Kathak (Dance) Program from Indirakala Sangit Vishwavidyalaya, Khairagarh (C.G)

Computer Proficiency

- Basic IT Knowledge including MS-OFFICE (Excel & word).
- Working knowledge of PeopleSoft, Tally ERP 9, 7.2, SAP

Personal Details

Husband's name	:	Mr. Jayesh Dadhich
Date of Birth	:	29 July 1989
Marital status	:	Married
Language known	:	English, Hindi, Marwadi
Address	:	O-11, Suvarna Apartment Nirnay Nagar, Ahmedabad

Strengths

- Dedicated towards work
- Flexible and Adaptive in Nature.
- Constant Learner

Declaration

I hereby declare that the information furnished above is correct to the best of my knowledge.

Place:

(Sadhvee Vyas)