

Priya Gupta

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Skills

Software Skills: SAP, Oracle Service Cloud, Internal Payment Systems (Mainframe), Vendor Platforms (Paymentech, Wells Fargo), MS Office, Tally Prime, EDMS, IPS, Business Object

Analytical Skills: Payment Discrepancy Resolution, Investigative Analysis, Financial Data Analysis, Error Resolution, Missing Payment Location, Billing Queries Analysis, Documentation Review

Financial Skills: Financial Reporting, Bank Reconciliation, Account Receivable, Cash flow statement, Book Keeping,

Accounting Skills: Refund Processing, Reimbursement Handling, Money Transfer Operations, Charge Back Management, Charge Off Processing, Billing and Collections, Financial Transactions, Policy Payments, Premium Adjustments

Soft Skills: Cross-Functional Team Coordination, Deliver Results, Bias for action, Team Player

Experience

Allstate India

Jun 2023 – Present

Associate Accounting

Pune

- Refund (Credit Card, ACH Refund, and Paper Check Refund): Processing refunds for misapplied payments, overpayments, duplicate payments, and misapplied mortgage payments, ensuring they are returned to the original payment source or method.
- Reimbursement: Process reimbursements to insureds due to Agency Error or Frontline Representative error, where they have not given the correct information to insured about the future withdrawals of payments or payment did not suspend.
- Money Transfer: This request type is used to move the funds (payments/credits) from one policy to another policy due to misapplied payments from customers or agents.
- Payment Investigation: In this request type, we do all types of investigation which includes missing payments which were sent by the insured/agent to Allstate.

DocuSoft

Dec 2022 – May 2023

Finance Executive

Indore

- Utilize SAP for managing financial transactions, ensuring accuracy and compliance with company policies.
- Handle accounts payable processes, including invoice verification, payment processing, and vendor management.
- Maintain a comprehensive understanding of accounting principles and financial practices to support various financial operations.
- Expertly use Microsoft Office applications, especially Excel for data analysis, PowerPoint for presentations, and project management tools to coordinate financial projects.

Projects

The Study on Market Coverage of LG Electronics Products in Indore | *Market Research and Analysis, Data Collection*

- Conducted a comprehensive market study on the coverage and penetration of LG Electronics products in the Indore region, analyzing factors influencing consumer behavior and market dynamics.
- Analyzed sales data to identify trends and patterns in LG product sales in Indore.
- Conducted in-depth market research to understand the market share and penetration of LG Electronics products in Indore.
- Identified key factors driving consumer preferences for LG products, including superior technology, brand trust, and competitive pricing.
- Recommended strategies to enhance LG's market penetration, including innovative marketing approaches and targeted promotions.

Education

DAVV Indore

Sep 2022

Master of Business Administration in Finance and Marketing

Indore

- **Relevant Coursework:** Corporate Accounting, Financial Accounting, Statistics, Corporate Taxation.

Achievements

- Secured First Rank in BCom Honours, achieving the highest overall GPA in the institute.
- Achieved top marks in 12th Board Exams, scoring 99 in Economics and 93 in Accounts.