

NISHITA LOHIA

INFO

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EDUCATION

- Masters of Commerce (MCOM) || 2022-2024 || Delhi University
- Bachelor of Commerce Honours (BCOM HONS) || 2019-2022 || Delhi University
- Senior Secondary School (12th Standard) || 2019
- Higher Secondary School (10th Standard) || 2017

SKILLS

- ❖ Microsoft Excel
- ❖ Tally ERP9 or Tally Prime
- ❖ Accounts Payable and Receivable Management
- ❖ Time Management
- ❖ Attention to Detail
- ❖ Ethical Conduct
- ❖ Budgeting and Forecasting
- ❖ Problem Solving
- ❖ Bank Reconciliation
- ❖ Communication Skills
- ❖ Email Marketing

CAREER FOCUS

Proficient in accounts reconciliation, budgeting, and regulatory compliance. Adept at streamlining administrative processes for efficiency. Skilled in accounts payable and receivable functions. Seeking a role that utilizes my dual expertise in finance and administration to contribute effectively to a dynamic team. Committed to maintaining accuracy and delivering top-notch support in both financial and operational aspects, fostering growth and success. Strong multitasker with a proactive approach to problem-solving and a dedication to contributing to the overall success of the organization.

WORK EXPERIENCE

Executive- Accounts & Administration, Life Technologies (India) Pvt. Ltd. December'2022 - January'2024 ||

- Managing invoicing, payments, and receipts.
- Monitoring and reconciling accounts payable and receivable.
- Maintaining accurate and up-to-date financial records in books.
- Conducting regular bank reconciliations.
- Identifying and resolving discrepancies in financial records.
- Manage TDS, GSTR1 and GSTR3 filings to meet regulatory requirements.
- Facilitating timely payments of vendors & credit cards.
- Managing daily financial activities and conducting necessary follow-ups.
- Generating MIS reports on weekly basis.
- Handled foreign payments, ensuring compliance with international regulations.
- Managed and responded to business emails promptly and professionally.
- Insurance of shipments – Domestic and Import.
- Prepared E-way bills – Domestic and International
- Assisting in internal and external audits.
- Collaborating with cross-functional teams.
- Leading and mentoring junior staff as admin.

Accounting Intern, Bhola Ram Enterprises || May'2022 – July'2022

- Conducted daily bookkeeping tasks, including recording entries of sales bills, purchase bills, vendor bills, and bank transactions.
- Day-to-day posting of voucher entries
- Proactively contacted customers to follow up on outstanding payments.
- Assisted seniors in preparing financial reports.
- Monthly Bank Reconciliations
- Maintained timely payment to vendors.

ADDITIONAL CERTIFICATES

- Certified MIS Analyst-
MIS-Sifter (with Tally) -
Level 2 from Vtech
Academy
- Data and Analytics from
Dell Technologies
- Business Emails from HP
Life

Accounting Intern, Eleganté Interio || Decemeber'2021 ||

- Entered operational data, including receipts and payments from books to Excel spreadsheets for accurate record-keeping.
- Conducted daily bookkeeping tasks to maintain up-to-date financial records.
- Followed up on payment matters to ensure timely and accurate payments to vendors and suppliers.
- Negotiated with vendors to obtain favourable terms and pricing for goods and services.
- Managed and monitored operational expenses to control costs and maximize efficiency.
- Handled Petty cash.
- Handled bank transactions like cheque payments and cash withdrawals.

ACTIVITIES AND INTERESTS

Sketching, Travelling, Dancing, Listening Music

PERSONAL INFORMATION

Date of Birth: 26 November 2000

Nationality: Indian

Religion: Hindu

Linguistic Ability: English & Hindi