**Ms. Debarati Datta**

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**PROFILE:**

I have six years of experience of working in finance /administration/ order processing/ data entry/ retail in the UK. Before UK, I have 15 years work history in India in the charity sector and I have managed staff as well. I am confident and out-going with effective communication and interpersonal skills.

**EMPLOYMENT HISTORY**

**Finance Assistant (Permanent) currently furloughed (3rd Sep 2019 till now) - Hunt and Palmer**

* Invoice processing for 5 different companies
* Maintaining cash books for each company for each currency separately
* Making payments – domestic and international in multiple currencies - to vendors
* Bank reconcilliation for 7 bank accounts
* Writing journals to amend incorrect entries
* Sending statements to brokers so they can chase payments

Use the bespoke accounting package which is similar to SAGE 50

**Finance Assistant (Temp) - 16th July – 31st Aug 2019 – Millennium and Copthorne Hotels**

* Invoice processing and maintain logs, raising queries with hotels – very high volume
* Collecting the amended invoices from hotel staff and process

**Finance Officer (Temp ) – 17th June – 15th July 2019 - – Barnardos, Satellite Business Village, Crawley RH10 9NE**

Manage the Sales Ledger and Credit Control procedures including:

* Maintain and schedule of invoices to be raised, to act as an income control
* Timely and accurate issue of invoices and credit notes
* Recording of amounts received
* Identifying and undertaking appropriate action in relation to debt collection including:
* Recovery of all outstanding debts
* Relationship management with funding bodies to ensure the prompt receipt of all invoices
* Recording of all contact made
* Resolving disputed invoices

Used **Oracle Financials** for this role with access to AP Invoice inquiry, AR Customer Maintenance, GL Web ADI, Receivables Enquiries, Receivables Input (Funding/Misc), Receivables Input (Per Capita), GL Enquiry, GL Super User 2

**Accounts Payable Assistant – 13th June 2018 till 18th Jan 2019 – Vindex Systems Ltd., 7-9 Lloyds Court, Manor Royal, RH10 9QU**

* The primary role : Entering Supplier/sub-contractor invoices onto the inhouse system (CASH) & SAGE 50 and ensuring all invoices tie up with Purchase orders, are entered in the right nominals and meet deadline. Chase supplier invoices/statements after month end, check and query invoices and make sure these are sent to the right departments for resolution.
* Fleet Management - Maintaining the company car fleet schedule (40 cars), check in new company cars and return old cars. Ordering fuel cards and providing P11d info to the FM.
* Update the MID. Paying Fleet congestion charges, dart charges.
* Preparing supplier payments on SAGE (cover)
* Collect timesheets and complete monthly payroll summary input sheet for the FM.
* Assist with the internal Audit process.
* Ensure adequate financial and internal controls are being adhered to.
* Support the operational and commercial functions of the business.
* Filing.

**Finance Officer – 1st July 2014 – 31st Oct 2017 - Southern Housing Group, Spire Court, Albion Way, Horsham, West Sussex RH12 1JW**

* Accurately input/import data on rent accounts from a variety of sources (Housing benefits from Councils & Rents and service charges paid by Tenants and leaseholders)
* Setting up new resident accounts on CRM based bespoke software (similar to SAGE Accounting) including assignments and successions (needed to read through compliance documentation)
* Computing charges break-up using MS Excel and posting charges onto rent accounts including court costs and repairs
* Suspense Accounts maintenance and investigating by liaising with other teams
* Liaise with around 20 County councils for underpayments and overpayments
* Assist in the control and investigation of all defaulted payments and adjustment postings and make corrections as appropriate. Process refunds and compensations.
* Assist in maintaining necessary controls with respect to both input and audit trails
* Process direct debit mandates and process credit/debit card and cheque payments
* Income computation and journal via weekly monthly and quarterly interface
* Resolving queries on and maintain notations of the changes made on the resident accounts
* Providing data for year-end accounts and rent income estimates

**Data Entry Administrator (Temp) – 4th June 2014 – 30th June 2014 – AerData - 55b Business Innovation Centre, Metcalf Way, Crawley, West Sussex RH11 7XX**

* Processing incoming aircraft operational data available in one Customer CMS database into another Customer CMS database.
* Copying of data for 37 Assets (Technical Data) and 37 Lease Contracts from one database to another database
* Downloading the Asset and Lease Data Available in the Document Management System from One CMS Client and upload this data in the Document Management System of the other CMS Client.

**Order Processor - Aug 2013 to Apr 2014 – Dolby VIVISOL - Southpoint, Old Brighton Road, Lowfield Heath, Gatwick, West Sussex – RH11 0PR**

**Responsibilities -**

* Order Receipt via fax and email
* Order validation via phone with the requestor
* Order Entry & Order Confirmation
* Raising jobs for order delivery. Coordinate with technicians on order details and delivery timeline with special focus on urgent jobs (to be delivered within 4 hours).
* Follow up with the suppliers via phone or email on the status of orders placed
* Respond to queries from Suppliers and Requestor
* Train new staff

**Finance Administrator - Apr 2012 till Aug 2013 – Dolby VIVISOL – Southpoint, Old Brighton Road, Lowfield Heath, Gatwick, West Sussex – RH11 0PR (United Kingdom)**

**Responsibilities –**

**Finance functions**

* Generating invoices for client (NHS)
* Resolve invoice queries raised by client and issue credit notes
* Investigating and resolving queries relating to non-payment of invoices
* Matching, batching and coding of invoices
* Processing electricity rebates for around ten thousand patients each month and preparing payment runs (BACS and cheques) in accordance with customer remittances
* Recover overpayments from families of the deceased.
* Invite and compare quotes from external suppliers
* Raise purchase orders
* Bank statement reconciliations

**Customer Service Functions**

* Operating the finance switchboard – Attending to and resolving patient queries, claims and complaints via telephone, email and fax related to electricity rebates (ranging from 30 - 50 cases per day) in compliance with NHS norms
* Maintaining and updating database of patients in MS Excel (with frequent usage of pivot tables and vlookup functions)
* Document processes to improve interaction with patients and provide training to temporary staff

**Facilities management**

* Getting quotes for new construction, organizing approvals and supervising and coordinating work of contractors
* Calculating and comparing costs for required goods or services
* Maintaining essential central services such as reception, security, maintenance, cleaning, drinking water, vending, stationery, waste disposal and recycling
* Ensuring the health and safety requirements be met
* Checking on satisfactory completion of work by contractors and following up on deficiencies
* Procurement of furniture, kitchen and toilet supplies
* Managing contracts for car rentals, parking space etc

**Project Assistant - Jan 2012 till Feb 2012 – AerData – 55b Basepoint Business Centre, Metcalf Way, Crawley, West Sussex – RH11 7XX (United Kingdom)**

**Responsibilities –**

* Quality control of scanned documents (as prepared by other team members) to ensure that all documents have been scanned and that all images are of sufficient quality standard
* Scan and insert sheets in relevant order into a document set if found missing
* Get it re-bar-coded if an error is spotted
* Completion of quality control sign off sheets as each step is completed

**1998 – 2011 (India)**

Several jobs in India in the non-profit sector (1998 – 2012). Had progressed to managerial role and had the experience of managing 7 staff in my last role in India.

**EDUCATION**

Sep. 1994 – Oct 1998 B.Tech from College of Agriculture Engineering, Jabalpur, MP (JNKVV) , India

**Language Proficiency**

English, Hindi, Bengali – can read, write and speak fluently all three languages

**Computer Skills**

MS Office Suite (MS Word, MS Excel, Powerpoint) (Pivot tables, vlookup )

Windows 98/00/XP/NT

Very good with internet research

**Personal Details**

Date of Birth – 11-09-76