

Monika Maheshwari

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Address: B32, Sundar Apartment, Rohini, Delhi

KEY SKILLS

- Leadership
- Customer relationship skills
- Analytical Ability
- Focused and self-starter
- Delivery Management

DOMAIN EXPERTISE

- Finance
- Payroll Management
- Auditing
- Accounts Payable
- Vendor Payment
- Key Account Management

PROFESSIONAL SUMMARY

With an overall experience of **4 years** into different domains of **Financial Services**. Have worked with in different industries, providing me expertise into different work culture and a **dynamic outlook into the current Financial Service Sector**. Currently Handling Family business in managing Supply chain, Operations and Finance looking after the complete end to end services being offered by the company.

ORGANISATIONAL EXPERIENCE

Associated with **Bharat Industrial Enterprises**: From **August 2019 till June 2020**.

Working as **Finance & Administration Delivery managing payment activities**.

Description: Provides financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

Responsibilities:

1. Worked on tally and Reconciliation and bank statements.
 2. Analyze and process payments accurately and in a timely manner.
 3. Strictly follow procedures, as well as actively contribute to process improvements.
 4. Processing of manually initiated payments received via different channels within agreed cut of times.
 5. Daily monitoring and checks to ensure completeness of the payment processing.
 6. Regular follow ups with the clients.
 7. Business billing, accounting and reporting improvement options.
 8. Performed detailed financial and data analysis.
 9. Design and implemented various financial report and reporting practices for business and client use.
 10. Generating monthly and quarterly budget reports.
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Associated with **M/s 360 Degree Cloud Technologies Pvt. Ltd.:** From **May 2016 to 14th March 2018.**

Worked as **Accounts Executive** handling payroll, invoicing & vendor payment as per the standard norms.

Responsibilities:

1. Handling Employee Payroll
 - Responsible for creating Salaries
 - Responsible for tax calculations & deductions
 - Responsible for EPF & ESI Deductions
2. Handling Invoicing Process
 - Follow up a process of invoice both Internals such as collecting timesheets etc. from the employees based on which the invoice could be raised and external also.
 - Allocating & Maintaining detailed Hub stuff reports for analyzing employees working hours.
 - Extracting data and preparing reports on Salesforce regarding timesheets, salaries and client data.
 - Archiving of Invoice data according to its categories.
 - Able to work with different environments handling multiple clients and contacts for each invoice.
 - Keep track on slow approvals.
 - Additional responsibilities such as handling client requests, sending follow up mails to clients for pending payments.
3. Handling Accounts Payable & Vendor Payments
 - Preparing Cash flow Statement on monthly basis
 - Review and verify invoices and check requests
 - Track expenses and process expense reports
 - Prepare and perform check runs
 - Monitor accounts to ensure payments are up to date
 - Research and resolve invoice discrepancies and issues
 - Maintain vendor files
 - Correspond with vendors and respond to inquiries
4. Client & Sales Management
 - Initiating and nurturing consultative relationships with clients
 - Monitor and record sales at each level
 - Communicating for the Followups with the client
5. Handling Business text messaging App
 - Extracting and preparing reports for the individual clients
 - Calculating and preparing invoices
 - Regular in touch with the clients for followup and smooth communication
 - Preparing monthly and quarterly cashflow and P&L sheet for the App
 - Testing on company's internal software App.

Associated with **Mithila Credit Co-Operative (U/T) Society Ltd:** From **July 2015 to April 2016 .**

Working as **Operational Manager**

Description: Managing the complete end to end operational and financial solution being provided by the organization into the different domain of financial services dealing with banking reports, backup system reports and other designated activities.

Responsibilities:

1. Worked on Tally (maintaining invoices, bank statement, reconciliation, Billings)
2. Maintaining Petty cash and approving expenses.
3. Worked on company software (Opening new accounts, checking day to day records and monthly allocations)
4. Maintain all the mandatory banks and backup system reports
5. On Time management of Outstanding Cheque and supervising the correct level of company bank balance
6. Approval of invoices that need to be paid
7. Read and review any documentation attached to checks for approval and accuracy sake
8. Follow up and on time movement of slow approvals.
9. Review of Financial statements and company tables and adhere as per policy.
10. Timely Reporting to the Top Management.
11. Bank Statement reconciliation.

Educational Qualifications

DEGREE	YEAR	UNIVERSITY / BOARD
MBA (Finance and Human Resource Development as Dual Major)	2012	BANASTHALI UNIVERSITY
B.B.A	2010	BANASTHALI UNIVERSITY
12th Board	2007	C.B.S.E
10th Board	2005	C.B.S.E.

Additional Qualifications

- Diploma in French Language
- Certificate in N.S.S.
- Certificate course in E- Learning ICICI
- Active participation in co-curricular activities like painting, sketching, sports, college fest etc. at inter-school/college level.

Inhouse Projects

- Summer Training in BBA II year on Daily Transactions in Union Bank of India, Faridabad
- Summer Training in BBA III year on Inventory Management in Orient Fans, Okhla and Faridabad.
- Three -month Training in MBA II year on Main instruments- broadly using debt and equity in the ratio of 70:30 for financing in POWERGRID Corporation of India Ltd, Gurugram.

Personal Details

Name : Monika Maheshwari
Husband Name : Ankur Maheshwari
Date of Birth : 20-Sept-1989
Nationality : Indian
Marital Status : Married

Date : _____
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