

# Darpana kohli

## Finance Analyst

D1/173 Street no 7 , Mahavir enclave Delhi 1100045 | kdarpanakohli@gmail.com | 8800952584

21/09/1994 | Unmarried

### Professional Experience

07/2022 - present

**Finance Analyst, Safeguard Global**

Gurugram, India

- Prepare and process transfers and payments.
- Reconcile Accounts payable transactions.
- Correspond with vendors and respond to inquiries and produce monthly reports.
- Processing Monthly Payroll invoice and sending of invoices to the clients.
- Booking FX trades on Ebury platform and Corpay.
- Prepare timely and accurate monthly property financial statements for respective aligned portfolio by deadlines established within Client Accounting Services and by external Client. Prepare additional schedules, which are required to support account balances or are specifically required by owners.
- Submit financial statements and work papers in reviewable form (including documentation) and within the proper time frame for review.
- Ensuring the invoices are processed correctly and Fees and charges are charged as per the Master service agreement.
- Assist in resolving escalated discrepancies to ensure timely and accurate resolution.
- Journal Posting into SUN system and provide supporting documentation for audits.

04/2021 - 07/2022

**Consultant, Oracle OFFS**

Gurugram, India

- Achieve targets established by both the assistant facilities manager with a focus on continuous improvement.
- Ownership of the day-to-day administration including various report generation/MIS to the management.
- Ensuring invoices are submitted by all vendor partners on time as per the agreed timelines.
- Collecting NDC for all the vendors on quarterly basis
- Ensuring PO are being raised as per the schedules for the business requirements.
- Tracking the pending invoices to closure
- Internal monthly validation on PO vs invoice submission by vendors
- PO and Invoice tracker maintenance
- Vendor payment tracker update on monthly basis

03/2017 – 04/2021

**Associate (US BANK), TATA CONSULTANCY SERVICES**

Gurugram, India

- Manage Business Requirements Planning & ensure effective.
- resource allocation to improve efficiency within Given
- SLA/TAT and analyze and solve lower-complexity problems.
- Your day-to-day interaction is with peers.
- Manage day to day operations and streamline management.
- information system for smooth tracking, Including
- monitoring of daily transactions, compliance with reporting requirements, freezing of Accounts of Insolvent and Bankrupt Customers etc.

Senior Executive with 6+ years of Experience in Banking and Finance services working with information technology and service industry.

### Certificates

- Agile Way of Working Foundation
- Underwriter income verification
- Certificate in M-commerce
- Certificate in Cards Frauds (TCS Internal Training Program)
- Six Sigma White Belt
- Foundation Certificate in Banking

### Education

2019	<b>M.com, Indra Gandhi University</b>	Delhi, India
2017	<b>B.com (Hons), Delhi University</b>	Delhi, India
2012	<b>12th from CBSE Board,, SKV Senior secondary School</b>	Delhi, India

### Awards

01/2023	<b>Star performer of the month award, Safeguard world</b>
05/2022	<b>Star awards checker FY22, Oracle</b>
01/2021	<b>Star performer (TCS)</b>
01/2020	<b>Star performer award TCS</b>

### Declaration

I hereby declare that the above-mentioned information are correct in my belief and faith.

**Darpana Kohli**  
Delhi