

Nishmitha D D

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Summary

Detail oriented accounts payables specialist with 6+ years of experience effectively managing all accounts payable processes. Adept in utilizing best practices to improve accounts payable processes, reduce fraud risk, and bring significant value to a business.

Employment History (Serving notice period)

Company	Location	Role	Duration
SLK Software Pvt. Limited	Bangalore	Senior Executive - Finance	Nov'17 – Till Date
		Consultant Trainee – Finance	Sep'17 – Nov'17
		Intern - HR	May'17 – Aug'17

SLK software Pvt ltd, Bangalore

As Senior Executive - Finance: Accounts payables from Nov'17 to Till Date

- Managed End to End accounting process for Indian & Foreign entities using Oracle.
- Recording and validation of invoices with accurate accounting, GST, and TDS according to government frames and company practices.
- Ensured payments were paid in an accurate and timely manner while adhering to departmental policies and procedures.
- Compared PO's, prices, terms of payments and other charges using three way and two-way matching.
- Maintained the highest level of quality check on the invoices as per SEZ and STPI rules.
- Provided support to internal, external audit requirements during year end closure.
- Provided accruals and proposed journal entries for month end reporting.
- Created and maintained file system to easily access vendor documents
- Handling monthly and year end reports such as Provisions, P&L schedules, Balance sheet, TDS, RCM payable reports and other statutory reports.
- VAT reports are submitted to tax team on monthly and quarterly basis.
- Foreign expenditure reports are handled.
- Preparation of Withholding tax documents and trackers.
- Worked on vendor invoice portal automation project.

- Built lasting relationship with stakeholders and ensured to process invoices within defined SLAs
- Outstanding payables, OSL and provision and variance are maintained and viewed on monthly basis.
- Payables outstanding aging reports are maintained month-on-month basis and cleared the payments on time.
- Booking intercompany invoices to parent companies.
- Knowledge on petty cash accounting and payments.
- Handled reimbursement expenses and travel expenses as per the company policies.
- Variance analysis reports are made and reviewed with internal teams.
- Preparation of GST & TDS schedules and submitted to tax team for review before statutory payments are made.
- Knowledge on creating vendor master and GRN/SRN.

As Consultant Trainee - Finance: Accounts Receivables from Sep'17 to Nov'17

- Billing customers for the services provided.
- Cross checked invoices with SOW for discrepancies in price, quantity, and items.
- Releasing of invoices on time and sent to customers to collect the payments.
- Customer files were kept updated with current invoices, bills, and contact information.

Skills

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|--------------------------|---------------------------------------|
| • Oracle ERP | • Variance analysis reports |
| • Microsoft Office | • Vendor Reconciliation statements. |
| • Account Payable | • RPA, RI, and VMS Automation Project |
| • Stakeholder Management | |

Academics

- MBA in Finance & Marketing

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