

# Dipali Chaudhary

## Income Journal Auditor

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

### INCOME JOURNAL AUDITOR GENPACT INDIA PVT. LTD

HYDERABAD - November 2022 – Current

**Role Summary:** An Income Journal is the summary of revenues, settlements and statistics on any given day. The role of an income journal accountant is to validate data in Property Management with independent sources coming from various other sub-systems like Micros, Silverware, Spa, Proto-base, etc. Main objective of doing this activity is to ensure that all revenues, Settlements and Statistical data are recorded completely and accurately interfaced into Sun financial System(ERP).

- Skilled at working independently and collaboratively in a team environment.
- Handling 2 Hospitality properties.
- Extract revenue, settlements & Statistic numbers from Property Management system.
- Reconcile the numbers between PMS & other revenue systems like Spa, Micros etc.
- Modify data as required in PMS to clear variances.
- Push the data from PMS to Sun Financials through Auto IJ.
- Post completion of night audit soft close (end of the day routine), IJ Accountant can proceed to start & complete IJ process and ensure the auto IJ has been done (revenue & payments import to sun system).

**Software Skills:** Microsoft Excel, Office 365, oracle.

**Tool Used:** Sun System, POS ( Micros), SPA Soft, PMS (Opera), Rd Web. Silverware.

**Methods:** Pivot, Data Extraction, collection, validation and transformation.

### LOGISTIC SPECIALIST TATA CONSULTANCY SERVICES

NAGPUR - May 2019 - September 2022

- Focus on time delivery of shipments to the customers
- Validation of scanned shipments that are exported and imported from client specified countries under specified cut off time
- Cross verification of waybills and invoices (Proforma invoice, actual invoice)
- Customs Exports – Followed by outbound data entry, it is the second step in shipment life cycle
- It is pre dominantly done for statistical reasons.
- Performed regular audits and assessments of logistics processes to identify weaknesses, improve supply chain operations and minimize errors.
- Generated documentation and information required for customer shipments.

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## SKILLS

- Time Management
- Quality Assurance
- Invoice Processing
- Payment Processing
- Quick Lerner
- Problem Solving
- Process Improvement
- Team Work
- Adaptability

## LANGUAGE

- English
- Hindi
- Marathi

## **ACCOUNT PAYABLE|TATA CONSULTANCY SERVICES**

NAGPUR - March 2017 - May 2019

- Processed invoices with appropriate documentation and approval, utilizing Microsoft Excel to track and organize payments
- Resolved payment issues and followed up on vendor inquiries to bring the company 100% up-to-date with all bills
- Approved and paid invoices before deadlines, corresponding with vendors within 1 business day about issues or discrepancies
- Maintained records by imaging invoices, debits, and credits.
- Kept detailed records of daily activities through online customer database.
- Recorded accurate and efficient records in customer database.

## **Education summary**

**B.COM (BACHELOR OF COMMERCE) - Jun 2013 - May 2016**

RTMNU NAGPUR UNIVERSITY

## **ACHIEVEMENTS**

- Two times awarded as Star performer of the project and one time Quarter performer of the project.
- Received two times Service & Commitment Award.
- Received Learning Achievement Award.
- Received appreciation mails from clients for quickly adopting, learning and working effectively.