

VANISTA JAMES

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Professional Summary

Account Payable Specialist with advanced accounting, mathematical and good at advanced excel. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Academia

S.S.C	Year 2008	Grade 2nd Class	Maharashtra Board.
H.S.C.COM	Year 2010	Grade 2nd Class	Higher secondary state Board.
T.Y.B.COM	Year 2013	Grade 1st Class	Mumbai University.

Key Skills

- Microsoft PowerPoint & MS Word.
- Formulating strategies for handling higher volumes.
- Advance Excel (i.e. complex formulas)
- Identifying Problems.
- Effective communication.
- Promoting Solutions.

Experience

Currently working with RXO Global Services India as a Accounts Payable Specialist (Managed Transportation)

Duration:17th Dec 2017 to till date

- Validate system data for the accuracy of customer and carrier contracts.
- Enter and upload invoices into system. Monitor accounts to ensure payments are upto date.
- Process balance due invoices with efficiency and accuracy, resulting in decreased discrepancies.
- Review accessorial for appropriate documentation prior to payment.
- Invoice billing in accordance with agreed contract.
- Provide strong reporting and analytical information support to management team.
- Research, analyze, and identify issues and errors on freight invoices, collaborating with internal and external parties as needed to resolve issue
- Preparation / review of monthly MIS and various adhoc reports and Handling of Internal queries from various teams.

Internet and Mobile Association of India (IAMI) as a Database Management Trainee.

Duration: 14th March'16 To 15th Dec 17.

- Participated in team projects, demonstrating an ability to work collaboratively and effectively.
- Learned and adapted quickly to new technology and software applications.
- Provide outbound service via telephone calls and helping with general customer question on daily basis
- Evaluate information provided by applicants by accuracy and consistency; follow-up on missing names such as name, designation and email id.

Propstack Services Private Limited as a Research Analyst.

Duration: 08th June'15 To 29th October'15.

- Implemented quality control protocols to enhance accuracy of data and research results.
- Developed and tested survey questionnaires on varied topics to collect data for research projects.
- Used software to evaluate and interpret data.

Atcomaart Services as a Sr.Customer Relationship Management.

Duration: 21st Nov'13 To 14th March'15.

- Gained strong leadership skills by managing projects from start to finish.
- Delivered services to customer locations within specific timeframes.
- Proven ability to develop and implement creative solutions to complex problems.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Managed time efficiently in order to complete all tasks within deadlines.

Personal attributes

- Team Sport & highly organized
- Focused & manage deadlines
- Task Oriented
- Technology Savvy
- Creative and Positive Thinker
- Fast learner

Personal vitae

Full Name: Vanista James.

Contact Add: RM no-406, 4th Floor Lokmanya Tilak Building, Opp. Ambedkar School, Sion, Mumbai-400017.

Date of Birth: 07th January 1991.

Marital Status: Single.

Languages Known: English, Hindi, Marathi and Tamil.

Religion: Christianity.

Hobbies: Reading, Cleaning & indoor games like Chess.

Mother Tongue: Tamil.

Nationality: Indian.

Declaration

I hereby, declare that all the details furnished above are true to the best of my knowledge.

PLACE: Mumbai.

SIGNATURE: **Vanista**