

Neetha Shetty

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SUMMARY

- Accounting analyst with 5 years of experience in order to cash and financial services.
- Adept in understanding client requirements and implement process improvement opportunities to enhance.
- Strong analytical and problem-solving skills with the ability to synthesize information, summarize issues and ensure accuracy of data.
- Proficient in Microsoft Excel, PowerPoint, Word, Outlook, Adobe PDF and exhibit a strong interest and aptitude for learning new applications.

Professional Experience

Continu Serve Softech India Private Limited (Since May 2018)

Senior process associate

- **Order to cash (Accounts receivable)** - Knowledge of O2C Cycle, accounting knowledge and understanding of various accounting principles.
- **Vendor master data** - Experience in vendor master creation and changes in Microsoft dynamics GP. Working as a part of vendor maintenance team under accounts payable operations.
- **Credit debit memo** - Approve disputes for older dated write off invoices. Tracking & analyzing customer complaints and off setting from the portal.
- **Accounts payroll** - Verification and approving the timesheets operations to the billing team. Changing the billing rates of the customer, based on the agreement week basis.
- **Cross function support** – Cross supporting AR teams like Cash application, chargeback, invoice processing and Bill rates. And providing requested data when required.
- **Client calls** - Led client calls for weekly meeting with senior management and daily calls for corrections and tasks status.

Reporting - Responsible for Creating the Daily, Weekly, Monthly Scheduled production and quality reports, dashboards, and Client reports.

- **Other responsibilities** - Adhere to client SLA's and timelines. Preparing report and allocation the invoices to team members for processing, guiding employing on their queries on regular basis and Implemented process development ideas to reduce the time consumption to processing invoices.

Key Responsibilities

- As a senior associate, monitor and mentor team.
- Experience in participating and collaborating in team meetings to gather/share information.
- Knowledge of accounting software ERP -Microsoft Dynamics GP and expert in MS excel.
- Prepared SOP for every undertaken activity and trained employees on the same.
- MS Power Point – Responsible for preparing presentations and presenting in client meetings held with senior management.

Education

M.com (Finance)

Department of commerce, Pompei college Aikala 2017
Organized Inter college Management Fest for finance.

B.com (Accounting and Finance)

Department of commerce, Pompei college Aikala 2015
• 1 year Advance Diploma course in Computer Application.
• Secured price in state level volleyball competition

12th Board – Commerce

Pompei Pre-university college, Aikala 2012

10th Board

Rotary English Medium High School, Kinnigoli 2010

Information Technology Skills

Software packages - Invoice processing, vendor master management, chargeback, cash application, MS-Office, Credit memo/debit memo, Microsoft Dynamics GP and support clients at various time zones.

Key accomplishments

- Received pat on the back award from clients for the ownership and dedication in vendor master data project and completing task on timely basis.

Personal Strengths

- Open to new ideas and learning.
- Good verbal and oral communication skills.
- Believes in hard work to achieve goals.
- Good team player.
- Adaptable and flexible

DECLARATION

Hereby, I assure that the information furnished above is true. I assure you that I shall discharge my duties to the fullest satisfaction of your company and to the best of my ability.

Neetha Shetty