



# Steena Stephan

## Contact

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## Education

- Indira Gandhi National Open University  
*Master of Commerce*  
Completed in 2020
- St. Anne's first grade college  
*Bachelor of Commerce*  
Completed in 2015
- St. Anne's PU college for Girls  
*Pre-University Education*  
Completed in 2012
- Stella Maris High School  
*Secondary Education*  
Completed in 2010

## Skills

- Cash Applications
- Project Maintenance
- Travel & Expense Management
- Expense Auditing & Payments
- Email Management
- Billing
- Team Management

## Awards

- Round of Applause Award
- Encore Awards
- Star of the business award
- Business Achievement award
- Business excellence
- Performance Achievement

## Professional Summary

- A dynamic professional experience of **8 years** in **Accounts & Finance**; currently associated with **CDM Smith Services India LLP**.
- Excellent interpersonal, managing, communication and organizational skills with proven abilities in achieving organizational/team goals and objectives along with self career advancement.
- Hands-on knowledge in **Oracle 11i, R12, Cloud, Concur, Appzen, Citrix, Job Router, Intranet**.

## Work Experience

### CDM SMITH | Senior Billing Accountant

2021 – Present

- Subject matter expert in the process with end-to-end knowledge of Billing, Cash Application process and business.
- Responsible for Project Creation, Invoicing, Closure, Revenue Generation & Cash function for all Customer Contracts based on agreed KPI's.
- Daily processing of cash deposit batches and postings to Customer accounts, including payments made by check, EFT payments, and Bank deposits.
- Partner with A/R team and Operations to troubleshoot delay in Invoice submission and resolve payment variances.
- Research and correct/apply all transactions relating to unapplied cash, with continuous follow-up until payment is fully applied.
- Mentors and cross trains analysts to gain expertise on the process and assist them in enhancing their business knowledge.

### Oracle Services Pvt Ltd | Senior Analyst

2019 – 2021

- Project/Contract creation of Time & Material, Fixed Price and other internal projects with mandatory documents and checklists.
- Adding bill rates for the consultants
- Performing Time and Expense Movement and entering Pre approved batches (PAB) for labour time and per diem expenses.
- Creation of invoice and revenue events
- Recalculation and generation of invoice and Revenue
- Updating billing contact and customer address change
- Extending the contract end date and bill rates
- Performing ITMR and ITMC funding
- Project closure and De-booking of revenue
- Month end activities – Revenue reconciliation, Project by bookings, Inactive Backlogs.

## Languages

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- English
- Kannada
- Hindi
- Tamil
- Malayalam

## Interests

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- Gardening
- Traveling
- Pet Care

## Accenture Solutions Pvt Ltd | Senior Process Associate

2015 – 2019

- Performing daily cash forecasting and daily cash reconciliation
- Processing the Wire and CRX payments in Oracle
- Retrieving the deposit information from Lockbox and Bank statements on daily basis
- Retrieving the remittance information from various customer portals and emails and ensuring the ACH, Wires and cheque payments are applied.
- Making adjustments for the invoices
- Handling mailbox regarding the requests and sending the follow up emails to clear the aged invoices.
- Responsible for the travel reimbursements for DHL employees
- Responsible for managing the card programs like Per Diem, Travel card and Procurement cards
- Auditing of the expense reports in Concur
- Processing employee payments in Oracle
- Processing the deposit invoices and Manual expense reports and applying to the prepayments
- Creating the Month-end Journals and working on reconciliations
- Handling the Mail box on the expense report and payment queries.

## Achievements

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- Supervised team of 5 staff members.
- **Travelled to Germany in Mar 2023** and transitioned Cash application and accounting process.
- Prepared various Process documents, Trackers & Checklist for the processes for e.g. Month end Checklist, Invoice tracker, etc.,