

Geeta Rawat

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ABOUT ME

7 Years of well-versed experienced in Finance profile with a demonstrated diverse history of working in Fintech industry, Telecom industry.

EDUCATION:

- **MASTER OF COMMERCE**
IGNOU University Noida - Oct 2018
- **Bachelor Of Commerce –**
Maharaja Agrasen University - Aug 2015

INFORMATION TECHNOLOGY

1. Proficiency in using MS Office Word, Advance Excel PowerPoint

2. Tally Prime, ERP. 9 & 7.2 Qucikbooks.

PERSONAL DETAILS:

Sex: Female

DOB: 17/05/1994

Nationality: Indian

Languages: English, Hindi

Hobbies: Travelling, Garding

CURRICULUM VITAE

Profile in Brief

Highly motivated with excellent knowledge of accounts possesses rich experience in financial, planning, analysis, and accounting principles.

Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.

Experienced in keeping records of daily financial transactions and analyzing the financial aspects of an organization.

Innovator with creative skills and experience to improve overall business processes.

Proven leadership and management experience; works well under pressure in dynamic environments.

Total Work experience of 7+ years

1. Bankit Services Private Limited ▪ Noida ▪ Fintech Industry Sr. Finance Executive (15-Nov-2018 – present)

<https://www.bankit.in>

- **Reconciliation-** Performing daily reconciliation, Merchant Payouts, Settlement, chargeback Overall Nodal reconciliation, etc.
- Highlighting recon open items to internal stakeholders and Banks for taking them to closure.
- **General Accounting:** Manage all accounting transactions.
- Fixed Assets, Capitalization, Intercompany Accounting.
- Support in Balance sheets and profit/loss statements.
- Handle monthly, quarterly, and annual closing activity.
- **Account payable** – Booked Company all vendor invoices.
- Update cash flows and maintain bank reconciliation statements.
- Responsible for appropriate booking of TDS and GST inputs.
- MIS-Preparation of Weekly/Monthly/Quarterly/Annually.
- Perform month-end accounting, Prepaid & accrual ledgers review.
- Checking of Employee Travel Reimbursement and payments
- Creation of purchase orders in the accounting software.
- Invoice processing for Purchase order and non-Purchase order backed invoices.
- Respond to queries from vendors and internal partners.
- Execute payment run as per the companies' guidelines.
- Conduct audits of invoices and expenses to ensure compliance with company policies.
- **Account Receivable:** Some Banks Parties Track account receivable ageing and analysis.
- follow up with overdue customers and maintain the billing system.
- Generating & uploading E- invoices.
- Performing account reconciliations.
- Maintaining accounts receivable files and recording.

2. Simplitax Compliance Management Service Pvt. Ltd. (Tax Advisory & Financial Consulting company) Noida.

Finance & Taxation Executive (March- 2017 to Nov-2018)

<https://www.simplitax.com>

1. Handling Books of accounts of various companies & society.
2. Income tax Return preparations & filling of individual & company ITR.
3. Filling GST Returns of regular & composition taxpayer as well as New GST Registration.
4. GST2B Reconciliation.
5. Prepare Balance sheet of Pvt Ltd. Company and proprietorship Firm.
6. ROC work and annual compliance filling for companies i.e. AOC -4, MGT -7 form.
7. TDS return prepare & filling.
8. Books Audit of various Company.

QUADRA INFRATEL SYNERGIES PVT. LTD. (Telecom Industry)

Account Assistant. (From april-2016 to Jan-2017).

1. Preparing and analyzing accounting records and financial statements reports
2. Handling all Receivable & Payable ledger.
3. Preparing Performa/Tax Invoice.
4. Maintaining sales and purchase ledger in tally
5. Handling cash independently for day-to-day office expenses & also making vouchers of Petty Expenses
6. Preparation data of VAT return and Service tax Return.
7. Prepare (BRS) Bank reconciliation, accrual projects report per Site, variance reports with month-to-month yield closing entries booked.
8. Maintain project tracker reports per sites.