

SWETA RANI

Finance & Accounting Professional



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JOB OBJECTIVE

Focused & goal-oriented professional with excellent communication & organizational skills, offering **nearly 12 years** of progressive experience in finance & accounting; targeting assignments with a leading organization

CORE COMPETENCIES

Finance & Accounts

Accounts Receivable/ O2C

Account/Bank Reconciliation

Treasury Management/ Cash Flow Management

Collection Management

Expense Management/ Cost Optimization

Auditing/ Sox and Compliance

Financial Reporting

Cross-functional Coordination

Team Management

EDUCATION

2017: MBA in Finance from ICFAI Hyderabad

2011: B.Com. (H) from St. Xavier's College Ranchi

TECHNICAL SKILLS

Sequel, Workday, Recon Art, Blackline, Tableau, Power BI, Oracle R12, Macros, SAP, WorkDay, ReconArt, SQL and other automation tools

CERTIFICATIONS

Certified in SOC 2 Compliance Essential Training by: AJ Yawn

Six Sigma Green Belt Certified

PROFILE SUMMARY

- Performance-driven professional with rich & qualitative experience in **Bank reconciliation & Treasury, OTC (Billing, Cash Operations, Accounts Receivable) and Fraud Management** across Telecom, Travel & IT industry
- Experienced in **supervising activities** encompassing Month end Close, Chargeback review, scrutiny of fraud investigations, reconciliations, Invoicing, and reporting
- Hands-on experience in developing **financial/ MIS reports**, financial statements, key financial metrics, Flux Reporting, and other reports to assess accuracy, completeness & conformance to reporting & procedural standards
- Facilitated monthly review of financial decks for management decision-making & KPIs for facilitating decision-making
- Highly-skilled in **performing reconciliation of all payments, bank reconciliation & AR reconciliation** to detect any irregularities and inform senior management
- Extended support in **coordinating with Internal & Statutory Auditors** regarding audit clarifications, during quarterly & annual financial closings; worked on SOX and compliance
- Significantly contributed in streamlining planning process and driving **process improvement, automation**, and new system implementation
- Led operations of the **Accounts Receivable (AR)** with focus on ensuring efficient processing (payment allocation, reconciliation and month-end reporting) of company receivables and timely collection in accordance with company policies
- Expertise in **managing day-to-day accounts** related activities in coordination with internal/ external departments for smooth financial operations
- Established consistent and appropriate business practices, **enhanced process controls** and built staff morale; instituted controls, teamwork and responsibility throughout the entity

WORK EXPERIENCE

AIRBNB (ACC), Gurgaon
Financial Specialist

Aug'18 – Mar'23

Platform Controller for Cash Management

Key Result Areas:

- Maintained daily accounting details including procedures, reconciliations, journal entries, and/or documentation as well as monitored the cash movement
- Investigate and verify the fraud detection by the team, review of the chargeback claims
- Evaluated & prepared daily reports on platform cash activity including system health and resolution of data issues (both internal and external) within Recon Art tool
- Worked on open items, investigated and reported JIRA tickets for data file issue and transaction discrepancies; collaborated with IT teams for resolving issues
- Understood changes in existing business, analyzing impact thereof on financials and suggesting accounting treatment
- Prepared & reviewed monthly merchant fee accrual entries & other Intercompany JE transactions
- Facilitated exceptional Journaling for the month, work on the Suspense Account and conducted daily research for unidentified bank
- Achieved recovery & collection targets and ensured reduction in past-due percentage
- Prepared FX Gain/Loss reports, validated and approved monthly accruals for different accounts, chargeback reconciliation, analyzed aged items and performed regular follow-ups with the processors for the resolutions
- Worked on new processor integration & testing and other ad-hoc request from the management and onshore partners, daily check on the system integration failure

PERSONAL DETAILS

Date of Birth:
21st November 1989

Languages Known:
English, Hindi

Address:
Flat no-201-Tower G, Chintels Paradiso
Dwarka Expressway-Sec-109,
Gurugram- 122006

- Rendered assistance to internal & external auditors, control testing, SOX and compliance support
- Developed new employee training plans, system setup, prepared training materials and SOP for all the process
- Managed a team of 10, reviewed their daily BAU's; Creating & sustaining a dynamic environment that fosters development opportunities & motivates high performance amongst team members

Highlights:

- Part of the pilot batch for Cash-Ops team transitions, and actively migrated the process from SF to India. Also transitions of collection roles and responsibilities.
- Received ORG all round performance award for Q3 2022 for the exceptional performance.
- Significant contributor in Continuous Improvement Program (AIM); led automation of reconciliations process, involved in the FMEA analysis for the activities performed by team
- Won Super Troopers- Quarterly Awards for thinking out of the box and for the process Improvement, and Star of the Month in March 2020 for the successful completion of Audit Transition for CashOps

British Telecom (BT India Pvt. Ltd.), Gurgaon

Senior Finance Professional

May'14 – Aug'18

Key Result Areas:

- Facilitated cash forecasting, bank reconciliations & control check of all the inflow/ out flow of cash
- Reviewed and posted of JV's for the adjustment of miscellaneous request, bank charges, reconciliations, FX control and review, monitored fraud analysis report, check on bank open item in AR and AP books
- Provided appropriate support to enable statutory & other audit requirement
- Maintained the SOX and compliance procedures,
- Updated SOPs & documents and leverage best practices/ process improvements
- Maintained the process documents for as per SOX compliance and internal audit. Taking the monthly operational calls for the SEA region
- Developed weekly financial reports for senior management of all the application processed
- Supported the team and encouraged them to perform their work efficiently

Highlights:

- Successfully performed transition of the UK treasury from STERIA Chennai and automation of Treasury payment process in banking system
- Active player for the Continuous Improvement program, and awarded silver accreditation.
- Adjudged with 2 Spot Awards for the process Improvement, and quarterly performance reward from the customer and leading the CI training

Mercer India Pvt. Ltd.

Senior Analyst (Treasury)

Jan'13 - May'14

Key Result Areas:

- Worked on daily & weekly balancing of the cash
- Analyzed and maintained Suspense Report and the refund of the cash
- Preparing various reports related to the policy Setup for applying the cash.
- Proactively drove in debt management which is primarily carried through debt calls to understand the root cause analysis of payment delays and supported the company to lead to cash
- Prepared bank reconciliation statements and analyzed causes of the variances arising

Highlights:

- Adjudged with Rising Star and Star of the Month Award in May 2013 and Nov 2013
- Adjudged with Four Lean ideas (Process improvement) in our department

Genpact India (Gurgaon)

Process Associate (Cash Management)

Aug'11 – Dec'12

Key Result Areas:

- Worked on the Deduction Value on accrual basis. Preparation of report on the basis of the deduction evaluated. Preparing the daily dashboard of the activities performed
- Utilized SAP for Client Accounting