



AAKANKSHA NAIK

My Contact

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☎ +91 9637132233

📍 Dhayri Road, Pune-411041

PERSONALITY TRAITS

- Strong analytical and problem solving skills.
- Highly trustworthy, discreet and ethical.
- Smart working ability
- Multitasker

SOFT SKILLS

- Observation
- Decision making
- Communication
- Multi-tasking

About Me

More than 9yrs of experience in Finance, Billing and Telecom domain in reputed companies. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

CAREER SUMMARY

1. Got a chance to fly over UK (LONDON) to attend one of the important business meetings with clients and onboarding new process.
2. Rewarded 3 times for Bravo award for The Best Performer in Tech Mahindra.
3. Rewarded twice for star Performer in Vodafone.
4. Strong experience in SAP HANA.
5. Experience in SAP Ariba/ Tungsten/ Coupa/ Tradeshift and APAC invoices.
6. Could achieve customer trust in terms of taking over new project.
7. Worked with my line Manager at onsite and could complete defined business objects.
8. Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
9. Experienced in keeping the records of daily payments and billing transactions and analyzing the financial aspects of organization.
10. Innovator with creative skills and experiences to improve overall business processes

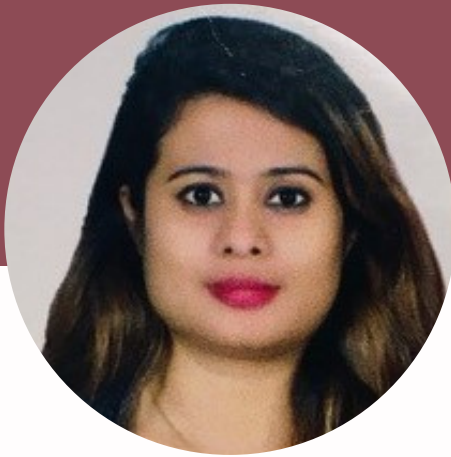
PROFESSIONAL EXPERIENCE

Vodafone UK Ltd (Assistant Manager)

Jan 28th 2020 To Till Date

KEY RESPONSIBILITIES

Managing invoicing activities in OTC process (Accounts Receivables) for local markets in Europe. Posting invoices in SAP HANA. Handling invoices for APAC/ SAP Ariba/ Coupa/ Tungsten/ Tradeshift.



AAKANKSHA NAIK

TECHNICAL SKILLS

Well versed with MS office (MS Word, MS Excel, MS PowerPoint)

EDUCATIONAL BACKGROUND

- Pune University
Bachelor in Commerce
Banking & Finance
Completed in 2011
- Maharashtra Board
HSC
Banking & Finance
Completed in 2008
- Maharashtra Board
SSC
Sanskrit
Completed in 2006

Reconciliation of payments.
Preparation of master file.
Preparation of Statement of Accounts.
Sales order and MJUT creation.
Verification of bank statements and preparation of remittance report.
Handling Cash Application/ Direct debit run/ Suspense account/ Credit allocation.
Performing key responsibility in automation part.
Handling and uploading invoices in customer portal.
Posting delivery based invoices in SAP.
Involvement in automation and Bot controlling activities.

Tech Mahindra Pvt Ltd (Sr. Associate)

Feb 2017 To 30th Dec 2019

KEY RESPONSIBILITIES

Preparation and presenting analytical daily reports.
Tracking and investigation telecom billing issues and work with providers to ensure all billing issues are resolved promptly.
Accounts reconciliations.
Address customer complaints and questions & tracking of accounts receivable and transactions.
Research and investigation the public review about the business and suggest to build strategy plans.
New business ideas.
E-mail communication with clients in UK.
Invoice Generation and posting of DCA wise Payments.
Handling Portin, Portout, closure queries.

Yardi Software India Pvt. Ltd (Billing Specialist)

4th May 2015 to 18 Jan 2017

KEY RESPONSIBILITIES

Reconciliation
Invoice Generation
To update payment details in the system.
E-mail communication with clients in US.
Payment Verification.
Tenant wise Usage Calculation.
Meter Reading Calculation.

AAKANKSHA NAIK



UTS [Universal Training Solution] Enrollment Executive

3rd Sept 2012 to 31 April 2015

PERSONAL DETAILS

Date of Birth- 10th sept.1990

Languages- English, Hindi, Marathi

Present Address- Dhayri, Pune- 411041.

Mobile- +91 9637132233

Attitude- Positive approach towards every walk of life.

Strengths- Punctual, Good organizational behavior

Hobbies- Cooking, Travelling and Listening music.

KEY RESPONSIBILITIES

Daily Reconciliation.

Handling fees department for 4 Universities.

To update 2nd- 8th Installment payments in the system.

Preparation of Bank Reports.

University-wise reconciliation.

Handling University wise refund cases.

To update Wrong A/c payments in the system..

Investigate and reconcile discrepancies whenever it occurs.

Providing support to various departments during litigation involving financial issues.

Date -

Place- Pune

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