

JYOTI BEDI

SENIOR ACCOUNT EXECUTIVE

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I have overall 4+ years of extensive experience in reputed organizations as Account Executive and having good command in SAP FICO, Tally, BUSY, Catpro, Operations analysis & Accounting. I would like to take up a challenging role in an organization where I can apply my skills and knowledge acquired to contribute to the organizations growth and in the process ensure also my own personal growth.

Skills

- SAP FICO, Tally ERP 9, BUSY, CATPRO
- MIS Excel/ Advanced Excel/ MS Word
- Account Payable & Account Receivable
- Reconciliation
- Operations analysis
- MIS Reporting
- Data Interpretation
- GST & TDS
- R2R & O2C

Work History

2022-07 - Current

Senior Account Executive

InterGlobe Aviation Ltd.(INDIGO), Gurgaon

- Reconcile all receivable & payable statements like as debtors, Suppliers, Vendor, and duties & taxes (GST and TDS).
- Collection charges calculation, entry parking and tracker updation limited to entry posted in SAP.
- Bank entries are posted and knocked off within that month.
- Received invoices from vendor, checking and entry park/post in SAP.
- Vendor payment - Release payment and park payment entries in SAP.
- Maintaining accuracy while sending Pax counts to designed vendors within the standard timelines and handling mismatches.
- Ensure timely closure of activities assigned like advance and provision knocking off.
- All the trackers update during the month to be traced to SAP GL balances and provide confirmation.

- Preparing & maintaining ERP file for Direct upload for Invoicing
- Maintaining and review all essential tracker.

2020-08 - 2022-06

Account Executive

NFCI – Corporate Office(National Finishing and Cookery Institute), Jalandhar

- Handling Activities at the Accounts Department.
- Handling of invoice booking of P.O & NON P.O in CATPRO with payments.
- CRM handling (Queries handling, New updating, Data maintaining).
- All Banking works (RTGS, NEFT, Cheque, DD Salary Release, Credit Card, Inter transfer).
- Month Closing (TDS/GST filling, Create provisions, Inter company reconcile).
- TDS & GST Returns(GSTR1 & GSTR-3B)
- Invoicing/Billing/Debit/Credit Note Entry posting in accounting software.

2019-12 - 2020-06

Account Executive

WESTERN SECURITY SOLUTION (Concept Corporation), Gurgaon

- Sales and Purchase invoice creating in BUSY.
- Account Receivable (All outstanding due clearance from end customer).
- Account payable (Outstanding clearance to end customer).
- Stock Maintenance in BUSY.
- Work closely with company executives to identify new business opportunities.

2018-05 - 2019-12

Account Executive

RUBICON EXIM PVT. LTD, Gurgaon

- Maintain Journal Sale, Purchase, Debit/Credit note entries post in Tally.
- Fill GST-R1, GSTR-3B and TDS every month.
- Handling the Account Payable & Account Receivable Activities.
- Reconcile all receivable & payable statements like as debtors, Suppliers, Vendor, and duties & taxes in Tally.
- Order Processing Process customer orders of products and services by entering orders into computer system and ensuring that orders are filled correctly and delivered on time.
- Maintain of all type accounting vouchers entry in Tally.

Academic

2013-08 - 2016-07

Master of Commerce: Accounting And Finance

MGS University, Bikaner

2010-08 - 2013-07

Bachelor of Commerce: Accounting

MGS University, Bikaner

2009-04 - 2010-03

Class 12: Commerce

Board of Sec Education Rajasthan, Sri Ganganagar