



Pooja Kataria

Finance Credit Controller & Billing with payroll

Career Objective :-

To have a secure responsible career opportunity in globally respected and profitable company. To develop my analytical and logical skills with act as a catalyst for the growth of organization.

Contact

Phone

9034193884

Email

Poojakataria2323@gmail.com

Address

sec. 17 Sukhrali, Gurgoan

Education

2014-2015

B.ed

2008-2010

***M.B.A**

*** University/College**

2005

• B.com

• D.A.V college, Karnal

Core Competencies :-

Accounts Receivables, Invoicing B2C and B2B, ERP, Coordination and Follow-up clients for collection, working on AR aging report weekly, Vendor bills and payment update, Client ledger reconciliation, Payroll using payhero software Newzealand.

Professional Experience:-

Experion care pvt ltd NZ

12 dec 2022 to till now

Here, working as a Associate accounts and Business

Key responsibilities :- Invoice creating and bill updated in myob software Zoho software for indian accounting clients, follow-up for collection, Vendor bills and vendor reconciliation

1. Manage strong relationship with international customers and clients to ensure invoices are clear for payment & effective collection.
2. Manage the international vender billing and timely payments with file management and escalation handl.
3. Reconciliation of Party's Accounts.(clients and suppliers)
4. Analysing ageing trends (accounts receivable and payable for smooth functioning and report to manger.
5. Payroll of Newzealand employees after every fortnight based. payhero software used for international payrun.
6. coordinate with facility managers and administration for the smooth work in process over zoom calls or on emails.

2 Nov 2020 to 2 Nov 2022

Eleventure System and Services Pvt. Ltd

Job position here

Here, working as a Finance Credit Controller and billing(AP)and (AR)

Key responsibilities :- Invoice creating B2C and B2B, Collection from domestic and commercial clients, Coordinate with Builder segment project like IGL, Emaar, M3M, M1A, M1 Microtek follow-up for collection, Vendor bills and vendor reconciliation

1. Manage strong relationship with customers and clients to ensure invoices are clear for payment & effective collection.
2. Manage the vender billing and timely payments with file management.
3. Reconciliation of Party's Accounts.(clients and suppliers)
4. Negotiate repayment plans when necessary.
5. Cordinate with internal and external team for resolve issue.
6. Handling Billings & Payment's and Collection's.
7. Analysing ageing trends (accounts receivable and payable for smooth functioning and report to manger.

Expertise

Billing

Reconciliation

Team management

Coordination with customers and clients

Credit collection

Strength & Hobbies

Ambition

Hardworking

Energetic and well discipliend

Time management and colaboration skills

My hobbies are interaction with professional people S watching web series

Language

English

Hindi

2019 - 2020

Teleperformance pvt.ltd. Gurgoan.

Job position here

In June 2019, I got promotion and working professional as a verifier. In this profile my key responsibilities are to coordinate with customer after check all the account summary of their credit history of customer with Cibil score and take the verification for the upgrade of credit card. Secondly, documents verify , contact details, etc. Finally, Raised a service request on CRM.

2017 - 2019

Teleperformance pvt.ltd. Gurgoan.

Job position here

I was working there as a customer services representative in blended /ERO process of RBL bank credit card. I handled all the queries of customers related to credit limit enhancement, temporary block card, permanent block card, flexi limit, payment block and resolve escalations as well. Revert through mail and chat.

Computer Skills :-

- MS Word, MS Excel, PowerPoint,
- Knowledge of CRM,
- Working with ERP in Zoho books MYOB, Payhero for Payroll

Acedemic Qualification:-

- Master of Business Administration from GJU hissar, university
- B.Com from Kurukshetra University,
- 12th from C>B>S>E
- 10th from C>B>S>E

Personal Details:-

- Date of Birth : 28th Feb 1984
- Father Name : Lt.Mr. Narinder Kataria
- Permanent Address : H.no-903, new prem colony, kaithal road, Karnal
- Correspondence Address :- Deepa Pg, Sector- 17 C, Gurgaon

Reference