JYOTI TANWAR

House No. H- 848 Raj Nagar Part-2, Palam, Delhi 110045

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[Jyotitanwar26@gmail.com](mailto:Jyotitanwar26@gmail.com)

**CAREER OBJECTIVE**

To give sincere and devoted efforts towards any work assigned to me and to fulfill every

requirement of my company where innovation, education and sense of ownership are

valued and encouraged.

**PROFESSIONAL EXPERIENCE**

Beckett Collectibles LLC (Present)

US based Company

Location in India: Noida, U.P

Designation: Sr. Finance Executive (Accounts Payables)

Since Nov 2019

Job Responsibilities:

Here I am handling Accounts Payables of below 4 companies as under:

Beckett Collectibles LLC

CBCS Operations LLC

EG Media Invest LLC

Beckett Coin & Rock LLC

Verification, GL coding and accounting of purchase and service invoices.

Verification, GL coding and accounting of Freight invoices.

Verification, GL coding and accounting of Editorial and Utilities etc. invoices.

Prepare & accounting, GL coding of expense reimbursement statements of Collectibles,

Authentication & Grading employees and contractors.

Reconciliation of Freight cost, Editorial

Accounting, GL coding of subscriptions & other refunds of customers.

Prepare & accounting, GL coding of credit card statements of Authentication & Grading

employees.

Manages accounting functions including maintenance of general ledger and accounts

payable; ensures accuracy and timeliness.

Preparation of bank reconciliations on a daily and monthly basis.

Yearly 1099 Recon & other Ad hoc reports on year end closing.

Prepare AP aging for payment.

Intercompany accounting, AP/AR billing and ledger balance reconciliation.

Expense coding for payroll reimbursement.

Accrual booking.

Prepare GL schedule.

ECL (MVE, MDO &MPlus ) From May’19-Nov’19

**Sr. Finance Executive**

Job Responsibilities:

Reconcile monthly intercompany.

Raise AR and AP invoices.

Prepare console ECL IC report.

Manages accounting functions including maintenance of general ledger and accounts

payable ; ensures accuracy and timeliness.

Manages Accounts Payable. Includes, Vendor creation, daily Invoice booking.

Preparation of bank reconciliations on a daily and monthly basis.

Yearly 1099 Recon & other Adhoc reports on year end closing.

Prepare AP aging for payment.

Coding expenses on credit card for GL booking.

Accrual booking.

Prepare GL schedule.

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ProEd Tech & The Coding institute (From Mar’14 to May-19)

**Finance Executive**

Job Responsibilities:

Daily Cash Sheet & Ledger Balance Report.

Daily transaction book in GP on credit card.

Intercompany transaction booking & reconciliation

Preparation of bank reconciliations on a daily & monthly basis.

Preparation of merchant recon monthly basis.

Preparation of various accounting reports like Revenue Trend Staff Allocation and Account Receivable Reports.

Employees expense reimbursement process and accounting.

Help in lot of month end activity like lot of intercompany transaction & Loan transactione etc.

**EDUCATIONAL QUALIFICATIONS**

Maharishi Dayanand University, Rohtak

BCA.

Haryana Board of School Education, Bhiwani

10th with Second Division.

12th with First Division.

**PROFESSIONAL QUALIFICATIONS**

MS Office (MS-Word, MS-Excel, PowerPoint).

Sage Intacct (Cloud Financial Management Software).

Microsoft Dynamics GP (Great Plains).

**CORE COMPETENCIES**

Planning and Organising

Trustworthiness and Ethics

Problem Solving

Result Oriented

Hard Working and Determination.

Quick Learner.

**PERSONAL DETAILS**

Father’s Name : Mr. Desh Raj Singh Tanwar

Date of Birth : 26th Aug. 1988

Sex : Female

Marital Status : Married

Nationality : Indian

Languages : Hindi & English

Home Town : Palam, Delhi

**HOBBIES**

**HOBBIES**

Listening music and dancing.

**DECLARATION**

I hereby declare that all the information provided above are true to the best of my knowledge

and belief.

Date…………....

Place……………... (Jyoti Tanwar)