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| **Nadiya K – BACHELOR OF COMMERCE** |

**Place:** Bangalore

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| I am Carrying over all 6 years of experience in corporate finance with demonstrated history of working as an Accounts Receivable Executive (Process Associate). Expertise in Oracle, Citrix, web collect, ACPAC and Tally ERP9. Works systematically & accurately. Capacity to work under pressure in a multicultural environment.  Also open to work in different processes to restart my career.  **WORK EXPERIENCE**  **R.K Property Management Services**  **Job Responsibilities: Accounts Executive (Part Time) - (May 2020 - currently working)**   * Preparing maintenance Invoices for the customers on Monthly Basis. * Following up with clients to make the payments on time. * Handling customer queries through emails and calls * Bank Reconciliation on a weekly and monthly basis. * Preparing Expenditure report. * Cash flow Statements. * Work on emails regarding payments and due bills. * Making the monthly payments (BESCOM, BWSSB, Phone bills) * Preparing monthly GST statements and initiating payments.   **Capgemini Services India Pvt. Ltd**  **Job Responsibilities: Process Associate - (Feb 2015 to Apr 2019)**   * Working in Collection Back Office (CBO Team) * working on emails related to clients and the team * Managing the 6 months Credit Memo-12 month invoice report (cleaning up the past due invoices/ aged Credit Memo)  1. Writing off the invoices which are bad debt to the company 2. Offsetting the Credit Memos with the Invoices 3. Processing the Credit Memos to refund to customers if no past dues pending. 4. Processing the negative Credit Memos to Write-off to the Customer Satisfaction  * Working on Generic mailbox. * Sending the past due invoices to the clients on their request. * Working on Automation process built to Collection back office process * Working on Missing dunning contacts (collecting the correct contact details from the customer though calling and skiptrace to update our books to send the queries of dues) * Supporting Dispute team partly * Preparing Reports – Daily reports Weekly reports & Monthly Reports   **TeamLease Services Pvt. ltd**  **Job Responsibilities: Accounts Receivable Executive- (Feb 2013 to Dec 2014)**   * Handling all accounts receivables job * Updating Bank credits in records * Passing Receipt entries in sage (ACCPAC software) * Handling queries in mails (Outlook) * Checking collections, matching with invoices and approving in (ALCS application) * Advising Salaries, Reimbursements and Other payments to Associates * Filling Vendor Registration Forms from different Vendors * Reconciliation of Credits and preparing outstanding report * Preparing Past Pending Report daily bases and circulating to different departments.   **Les Concierges Service Pvt. Ltd**  **Job Responsibilities: Accounts Executive- (June 2012 to Feb 2013)**   * Updating daily transaction entries in Tally ERP9 * Preparing MIS reports on daily basis * Helping in Billing daily transactions   **Apex Estates & Properties**  **Job Responsibilities: Accounts & Admin Executive (Mar 2010 to Jan 2012)**   * Vouching, Preparing Cheques * Raising Bills & Receipts * Raising rental invoices to MNC Companies * Preparing Cash Flow & Fund Flow Statements * Reconciliation of all Branch accounts on a daily, monthly & Yearly basis * TDS Filing * Handling petty cash * Maintaining attendance record and preparing salaries * Maintaining office files * Arranging travel plan * Organizing company activities/ meetings * Obtaining quotations/ Purchasing orders * Partly Assisting Marketing – Real Estates * Daily follow up on emails * Volunteering all works   **EDUCATION**  **BACHELOR OF COMMERCE - (2012)**  **St Joseph’s Evening College**  Bachelor of Commerce specialisation in accounting, finance, business management.  **PERSONAL INFORMATION:**  Religion : Islam  Nationality : Indian  Marital Status : Married  Date of Birth : 7th Oct 1991  Place of Birth : Bangalore  Hobbies : Travelling and Learning new things.  I hereby declare that the above information is true and can be proved whenever required. One chance is enough for me to prove my ability & Sincerity. I sincerely want to be a part of your kind organization.  Yours Sincerely,  Nadiya. K |  |