RESUME

**E-Mail: lipikasahoo20@gmail.com**

**Mobile: +91 9880846608**

**Flat#208, BM Silver Spring, Trinity Complex**

**Near Sompura gate, Sarjapur Road,**

**Bangalore-562125**

**Lipika Sahoo**

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| **carrier Objective** |

To work in the environment with ample scope for learning that provides me an opportunity to update my skill and knowledge and gain expertise in the area and thus make myself an asset of the company. I have passion for learning new concept.

**SYNOPSIS**

* A dynamic professional with over 9.8 years of experience in P2P, R2R.
* An effective communicator with excellent relationship building & interpersonal skills. Possess a flexible & detail-oriented attitude.

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| **Academic Qualification and trainings** |

**Professional Qualification:**

**MBA (2007-2009) in FINANCE & HR** from Srusti Academy of Management, BPUT and accreditation from AICTE.

**Educational Qualification:**

* B.COM (Accountancy HONS.) from RD Women’s Autonomous College, Utkal University (2004-2007)
* 12th in Commerce from RD Women’s Junior College, CHSE (2002-2004)
* 10th from BSE 2002

**Technical Proficiency:**

* MS OFFICE: WORD, EXCEL, POWERPOINT, ACCESS, Tally9.0, Proficiency in Internet usage, Presentations and other relevant applications

**Academic Project**:

* Project on “Financial Statement Analysis” of “**HINDUSTAN AERONAUTICS LTD”** from 1st July 2008 to 14th August 2008.

**Key Strengths:**

* Highly self-motivated and enthusiastic person.
* Good team work and highly co-operative.
* Conceptual clarity with a ability to work under stressful, demanding condition and has good inter-personal skills.

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| work experience |

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| **SR#** | **Organization** | **Duration** | **Designation** |
| **1** | DXC Technology | May 2018-June 2023 | Sr. assistant |
| **2** | IBM India Private Limited | Apr 2014 –Apr 2018 | Sr. Executive Finance |
| **3** | Accenture Pvt Ltd | Apr 2013 – Jan 2014 | Process Associate |
| **4** | Educational Institutions | 2009-2012 | Faculty, MBA Finance |

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| **Experience Details** |

**DXC Technology, Bangalore (May 2018 – June 2023)**

**Responsibilities: -**

* Invoice processing
* Batching
* Payment runs
* Executing weekly and ad hoc request
* Outstanding aging report analysis
* Supplier reconciliation
* Query Handling
* Supplier refund analysis
* Conducting daily team huddle
* Perform R2R reports
* Retrieving and allocation of daily inflows

**IBM India Private Limited, Bangalore (April 2014 – April 2018)**

**P2P and R2R-Senior executive finance, F&A Responsibilities**

**Responsibilities: -**

* Invoice processing
* Query handling through calls and emails
* Vendor creation
* Handling travel and expense
* Uploading invoice
* Allocation of work
* Perform reconciliations
* Prepare P2P reports
* Perform QC
* Prepare R2R reports
* Perform Sundry sales

**Accenture Private Limited, Bangalore (April 2013-Jan-2014)**

**R2R-Process Associate, F&A**

**Responsibilities: -**

* Working as a part of Banking team in R2R Process and doing all daily activities as pulling reports which will help at the time of doing recons
* Perform bank reconciliation statement
* Posting journals
* Downloading bank statements.
* Weekly and monthly GLP report extracting and closing GLP
* Handling queries.

Extracting APC pending activities report from APC tool and prepare it in report format as per the requirement of management and share it with whole project as pending activities reminder.

* Maintaining dash board of my team activities which was controlled by opex body.

# Teaching Experience (2009-2012)

1. College Name : Niist International Institute Of Management (AICTE)

Designation : Faculty, MBA Finance

Subject taken : Financial Accounting, Financial Management,

Cost Accounting, Financial Services.

1. College Name : Pentagon computer Academy, Utkal University Designation : Faculty

Subject taken : Financial Accounting, Financial Management

1. College Name : Sikkim Manipal University

Designation : Faculty, MBA Finance

Subject taken : Financial Accounting, Financial Management

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| **training programs undergone** |

* Team building skills
* Witten Communication Skills, E-mail Etiquettes
* Advance Excel

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| **Applications worked** |

* SAP
* PeopleSoft
* Oracle 11.9
* Tramps
* Yardi

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| **personal details** |

Date of birth : 20th June 1987

Gender : Female

Languages Known : English, Hindi, and Oriya

Religion : Hindu

Passport Number : GL8213948 (Valid till 2024)

Hobbies : Singing, listening to music

Place: Bangalore Yours Faithfully

Date: Aug 2023 Lipika Sahoo