**RESUME**

**Radhika David**

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**BD10289_**

**A BRIEF OVERVIEW**

A result oriented professional with **10.9** years of post qualification experience in Finance & Accounts Domain.

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| **COMPETENCIES**   * Finance &Accounts Procedures * Issue resolution Team * Management Reporting (MIS) * Financial Projection, Advance & Settlement * Financial Analysis * Client Relations * AP/AR Management * Credit Control & Risk Analysis * Team Leadership * Presentation skills | **Worked with Cloudfence Technologies (OPC) India Pvt Ltd**  **As Operations-Manager from May2023 to Aug2023**  **Areas of Expertise**   * Records Financial Transaction accurately and ensure they are approximately classified in the General ledger. * Prepare Computation for Statutory Compliance Like GST, TDS on the monthly basis. * Prepare the MIS Reporting and shared with management as per requirements. * Handling the Accounts Receivable and Accounts Payable. * Prepare Oder validation sheet to raise Customer PO & Tax invoice to Vendor from which service provider. * Meeting & visit on Clients site on weekly basis for PO & Collection related issues. * Validate the Invoice for the payment with supporting documentation. * Handling the banking system i.e Treasury, BRS etc. * Reconciliation of Various type Like 26AS, Vendor Ledger Balance Confirmation & Others. * Follow up for TDS certificates with |Customer to submit on time. * Alignment of new business **(B2B)** on board with customers has raised new order & from placed to dispatched with target price to win the order like cloud, SAAS & software, AWS cloud consulting , Technology consulting, Microsoft Azure cloud services, Risk assessment & Advisory, strategy outsourcing & managed security services e.t.c   **Worked with Teleperformance Global Service India Pvt Ltd**  **As Team Leader from Dec2019 to March2023**  **Areas of Expertise- Manage Cash & Bank**   * Recording of treasury transactions in **Dyanamic-D365.** * Internal investigation to resolve un-identified debits and credit to ensure adequate bank reconciliations & liaising with banks and internal teams to rectify the same. * Perform Bank reconciliation & Preparation of cash flow forecasts. * Updates & Monitor daily cash positions & take remedial action as when & where necessary. * Validation of bank charges / guarantee commissions. * Cash planning based on cash position/computation of excess funds / shortfall / cash requirements based on BU inputs. * Uploading of invoices in D365 for processing of the payment by AP team. * Preparation of fund transfer instructions (account to account and payments related to banks only), both manual and host to host, releasing of fund transfers, follow-up with bank on the timely execution of the instructions, generation of swift message/payment advices and forwarding of the payment advices/swift message to concerned team along with UTR. * Preparation of MIS Report & Daily ageing status report like Payment dashboard, MBR data on daily, weekly & monthly basis. * Preparation of details of unspent per diem from taxability point of view from employees claims. * Attends to internal and external audit requirements / queries. * Preparation of details of self-stay for taxability point of view from vendor payments as compliance with GST and TDS. * Voucher filling on monthly basis. * Monthly provisions working. * Working on Trail Balance, GL Clearing ,JV entry posting in D365 tool on daily basis to maintain balance as per TB vs Bank Book. * Handling creditor ageing report.   **Co-ordination**   * **Co-ordination with banks and business unit stakeholders to ensure queries are resolved** * **Support team members in the day-to-day operation whenever required**   **Highlights:**   * Got 1st R&R to smooth bank closing period without any escalation. * Got 2nd R&R to close payments on time .   **Worked with Huawei Telecommunications India Co. Pvt Ltd**  **As Senior Finance Executive from Sep2017 to Oct2019**  **Areas of Expertise**   * Maintaining day to day accounts in computerized accounting environment in **Oracle R-12.** * Business Specialist for all Admin invoice process & payments including Car Rental, Property Lease Payment, Electricity & Communications payments etc. * Checking and booking of the invoices in Oracle, on right cost center in compliance with GST and TDS. * Checking and booking of the employee's reimbursement claims (local and international), as per company travel policy. * Preparation of TDS and GST working on monthly basis and reconciling it with Oracle balance of tax rate & State Code (Bill to & Bill From with HSN/SAC while at the time of Invoice booking) . * Foreign & Vendor Payments operations part pertaining to inter-company, SEZ payments, preparation of Bank letter arranging & Issue to provide Form 10F, TRC & Non PE for Form 15 CA and Form 15 CB Certificates to Bank to Foreign Vendor . * Preparation of MIS Report & daily ageing status report.. * Checking & Processing the invoices (Including Credits Note, Debit Note & Reimbursement Bills) with deduction of TDS- All the Procurement & Logistics vendor payment & as per TDS rules. * Handle & Knowledge of Procurement & Supply chain Management. * Vendor Portal Training- Providing System Training to vendors, on how to raise PO & create Invoice into the system to till payment . * Generate PR and SPR related to Billing Invoice Procure to Pay.   **Operations Activity**   * KPI (Key Performance Indicator) analysis on daily basis and circulate the KPI report to local finance department and Malaysia Shared Service Centre on weekly basis. * Working, Prepare & Circulate the rejection analysis report to business department on weekly basis. * Support to Internal Audit /Tax Team under various aspects. * Reporting Vendor Recon & GST Recon on monthly basis. * Custom Duty Including GTM-Global Trade Management, HTM-Huawei Transport Management & Logistic Invoice payment process. * Device Telecom Invoice payment process including Mobile Phone Bills. |

**Highlights:**

* Got best **Efficiency Award** from Huawei Telecommunications India PVT LTD.
* Got to chance & elected for Team handling individually under 10 Team Member.

***Worked with British Telecom Global Business Service India Pvt Ltd,***

As **Finance Professional** from **April 2014 to June 2017.**

**Areas of Expertise**

* Maintaining day to day accounts in computerized accounting environment in **Oracle R-12 & Citrix (BPCS).**
* Preparation of **Accounts Payable** and involved in all necessary Queries resolution.
* Working in Accounts payable (**PO and Non-Po based**) and **I- expenses** in excel (Manual) or CMS (Cash management system) in **Oracle R-12 & Citrix.**
* **Account Payable processing** (standard, prepayment and deduct TDS, Service tax).
* Working in Accounts payable Creditor (**PO and Non-Po based**) and **Vendor**/**Bank reconciliation** in excel (**Manual)** or **CMS** (**Cash management system**) in **Oracle R-12 & Citrix.**
* Making payment through Cheque (Manual).
* Working in **T&E Team (Travel and Expenses)** to Reimburse Employee Claim.
* Payment & Reconciliation with banking duty for different supplier & services.
* Working in suspense & accrual reports, and invoice validation reports, GL reports analysis and supplier reconciliation.

**Highlights:**

* Got **R&R Award** for Best Efficiency to reduce huge Volume on time.
* Got to chance for business transition to take new opportunity with handling new process for entire team.

**Worked with Infosys BPO ltd**

As **Process Executive** from**Dec2010** to **|Dec2012.**

**Areas of Expertise**

* Maintaining day to day Journal and Ledger accounts in computerized accounting environment in **Oracle R-12 & Citrix (BPCS)**.
* Resolving issues related to **Invoice / Purchase Order** / **Scanning / Payments hold** etc.
* Preparation of **Accounts Receivable and Payable** and involved in all necessary Queries resolution.
* Working in Accounts payable (PO and Non-Po based) and I- expenses in excel (Manual) or CMS (Cash management system) in **Oracle R-12 & Citrix.**
* **Account Payable processing** (standard, prepayment and deduct TDS, Service tax).
* Analysing and providing resolutions on **Credit / Debit** Items.
* **Preparing** and **Reviewing Vendor reconciliation Statements**.
* Working in **T&E Team (Travel and Expenses)** to Reimburse Employee Claim.
* Committed to value for all my Clients with effective Motivator & Good Leader.
* Resolving issues related to Invoice / Purchase Order / Scanning / Payments hold etc
* Updating and maintaining process flow documents ( DTP )

.**Key Competencies**

* Zeal to learn and creative in nature.
* Growth oriented and optimistic.
* Easily adaptable to any kind of situation.
* Creative & interactive.

**Highlights:**

* Got two Cheer Points for the best performance and **Two Spot awards.**
* Elected as a process **Trainer of the team.**

**Worked with CA Firm**

As Assistant Level from Feb2008 to Mar2011

**Areas of Expertise**

* Handling Account of the Organization.
* Assisting in Finalization of Accounts.
* Assisting in Preparation of Sales Tax Return

**Summer Internship Project**

* **Study & Survey on Indian Oil Corporation Limited.**
* **A Survey on Profitability analysis of Hindustan Zinc Limited.**

**EDUCATION & CREDENTIALS**

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| **Degree** | **Name of Institution/ University** | **Marks (%)** |
| MBA(Finance)-2014 | Symbiosis Distance Learning University | 58 |
| ICWA Inter Passed-2011 | ICWA | 60 |
| B.Com. ( Finance)-2010 | Delhi University | 55 |
| 12th Passed (Commerce)-2007 | CBSE | 81 |
| 10th Passed-2005 | CBSE | 61 |

**PERSONAL DOSSIER**

Date of Birth: 27th Sep 1989

Linguistic Abilities: English &Hindi

Alternate Mobile No: 7011840378

Hobbies: Listening Music, Travelling & Photography

Permanent Address: House No. 44/18,Friend’s Colony.Gurugram-122001(H.R)

**DECLARATION**

I here by declare that all the information furnished above is true to the best of my knowledge and belief.

**Place: GURUGRAM**

**Date: (Radhika David)**