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| Contact Details  Contact  coolpinkychaubey@gmail.com +91 8088023663    Core Competencies  Account Payable  Invoicing / Payment  Cash Management Services  Account Receivable  Customer Service    Banking Operations    Technical Skills    P2P, O2C & Invoice Ingestion Application    ERP: SAP, JD Edwards, Dynamic & Shipsure as an end user    Reporting with view Qlickview    Concur (Travel & Expenses)    MS Office (Word, Excel & PowerPoint)      Career Timeline  EXL Services as Senior Process Associate  OTIS Elevators as Senior Process Associate  V-Group as Senior Accountant  DHR Global as Senior Accountant     * Received Extra Miller Award for Q2, 2014 & HI-FI Excellent Performer in Jun’16 * Won Silver Medal in State Level Kho Kho at Jabalpur, MP in 2004 * Received appreciation numerous times for loyalty and urgency towards work     **Date of Birth:** 23rd March 1990 **Address:** Kandivali East, Gokul Heaven, Mumbai- 400101  **Languages Known:** English and Hindi  Personal Details | PINKY PANDEY  Highly motivated and Self-Driven individual; targeting middle-level position in **Account Receivable, Account Payable, Payment and Cash Management Services (CMS)** with a reputable organization  Profile Summary   * Achievement-driven professional with **7 years** of rich and extensive experience in **Cash Management Services**, **JDE Account Payable, Accounts Receivable, SAP, Dynamic, and Reporting** * Working knowledge **of NEFT/RTGS, NECS/ACH, E-Tax, Cross Border Payments and all Cash & Trade products** * Experience of working in **AP Team** and managing multiple entity with **end-to-end processes** * Supervised **Suspense Accounts**, bank reconciliations pertaining to remittances * Experience in **collaborating with customers and giving prompt & courteous** responses to customer queries & complaints * In-depth understanding of **Accounts Receivable Processing-** applying customer payments against open invoices, entering receipts, and invoicing * Excels in **managing customer service operations**, ensured customer delight by achieving delivery & quality service in the shortest possible time * **Pivotal knowledge in settling all billing disputes** regarding invoicing, processing checks for daily banking deposits, and performing credit history reporting from credit bureaus for new commercial account * **Rich exposure in** SAP and JD Edwards accounting tool, processing invoice, intercompany invoices BRS, vender reconciliation, Payment, Vendor management and many more * A go-getter with strong communication, coordination, analytical & networking capabilities   Academic Details   * MBA (Finance & HR) from MDU, Delhi in 2013 * BA (Management) from BSSS, Bhopal in 2011 * Diploma in Computer Application from Aptech, Guwahati in 2007   Professional Experience  **Till Feb.’23**  **2008 till date**  **2008 till date**  **DHR Global as Senior Accountant**  **Role:**   * Worked on Billing that includes input details into Greentree and generated invoice, seek approval from consultant and issue invoice to clients, co-ordinated tax invoice with respective office manager * Worked on Vendor’s registration and applied payments when fees were collected * Sent reminders to the partners and clients to follow up with the outstanding invoices * Updated job books and ensured tax invoices that were properly sent out * Updated checkbooks and Greentree for the payments of Hong Kong and certain China expenses * Worked on the payments of urgent expenses as requested and of Korea including payroll * Set up accounts for new employees and authorized expenses * Filed quarterly VAT return of Dubai and Singapore, monthly VAT return of China & Korea as well as income tax return of Korea   **Feb’19 – Jan’23**  **V-Group, Oshiwara as Senior Accountant Role:**   * Working on end-to-end invoice processing that includes daily intercompany invoices, PO & Non-PO invoices * Creating new and modifying vendor details into system as per client’s request * Working as ab in-charge of payment processing (payments such as Cross Border and Book Transfer) that includes Fund Raising * Reconciling bank statement with payment done by maintaining BRS on a daily basis * Preparing monthly reports for payment processed bank reconciliation statements as well as cash flow for in & out payments * Working for Vendor Helpdesk & providing training on automated payment in CITI Bank and Reviewing AR aging to ensure compliance * Analyzing customer payment, tracking & updating daily cash deposits & reports * Processing credit applications, cash pulling and cash collection in system * Monitoring customer account details for non-payments and delayed payments   **2008 till date**  **Nov’17 – Apr-18**  **OTIS Elevators, Bengaluru as Senior Process Associate  Role:**   * Worked with pilot project as well as clients of multiple regions on account payable including GST & TDS * Participated in taking handover from Accenture to OTIS wherein travel to Chennai for bringing the complete account payable process to OTIS * Interacted independently with clients to settle SLA, identify issues, discuss queries and meet on process related concern * Worked on the Concur Tool in order to manage travel and expense for OTIS * Provided training to new joiners on overall process that included transition process, JD Edwards and so on   **Dec’14 – Sept’17**  **EXL Services, Bengaluru as Senior Process Associate Role:**   * Worked on timely & accurate completion of indexing of invoices, processing of PO & non-PO invoices * Reviewed all invoices for appropriate documentation & approval prior to payment * Set-up and maintained vendor database – Setup/modification of vendors * Worked on Vendor Helpdesk as well as generated reports from production dashboard   Internship  **Company Name:** ‘V’- Financial Niche Group  **Duration:** 3 Months  **Designation:** Finance Advisor  **Role:**   * Contacted with the clients & set up meetings * Analyzed information and prepared plans best suited to individual clients requirements * Searched marketplace & provided clients information on new & existing products/services |

Achievements