**SujataYadav**

***E-Mail:yadavsujata2987@gmail.com~ Contact: - (M) +91-9874517625***

***Executive Summary-***

A result driven professional with more than 6 years of rich experience in finance and accounting.

At present working with TCS (2015-till date) as Seniour Process Executive (RTR +PTP) in ERP Packages like SAP, Citrix, Microsoft word, Microsoft excel, Oracle

Responsible for reconciliation, GL postings ,Month End closing, Imprest accounting/Trial Balance & imprest accounting

Indexing, making reports Deft in handling overall functioning of processes & implementing processes in line with the policies.

Well versed in understanding client requirements, Sound conceptual knowledge with strong grip over analysis and problem solving techniques.

Successfully able to Bring the process Of Payment In TCS From an OJT (On Job Training ) in 2016

Perform as Role TL in TCS In GE process from last 18 months.

Awarded for best employee of 2016 in TCS GE process.

***Highlights***

***Highlights of my role in Genpact(2013-2015)***

Downloading reports from Oracle/ARM & ART Tool

Validation of Reports from third party of reconcilliation

Produce monthly reports and assist with month end closing

Provide supporting documentation for audits.

Training to freshers.

Closing Books of Accounts .Such As GL period/Purchasing/inventory/Payables

***Highlights of my role in Rahul Motor Finvest as finance executive(Aug-2011-Oct-2013)***

Taking care of all vendors and sales.

Looking into criteria whether the customer is eligible for loan and with financial criteria.

Discussing and selling loan to the client for heavy vehicles.

Checking inventories and pretty expenses occurred on daily basis.

Team handling motivating and selling.

Maintaining petty cash book and preparing petty cash vouchers.

Dealing with all the vendors of the company and maintain a healthy client vendor relations.

Checking entries done by operation team.

***Achievements***

Selected as best body for getting trained in SAP in company’s software updating.

Appreciated for Ideas for more customer satisfaction and prompt reply.

***Highlights of my role in foundation manpower management as H.R(Sep-2010-May (2011)***

Recruiting people for organisation

Giving training for the development of organisation

Developing companies policies and procedures

Negotiating and discussing about employee benifits and salary

***Education & Credentials***

**Graduate**: - B.com from South city college, Calcutta university (2010)

**Higher Secondary**: - Higher secondary from Khalsa high school, West Bengal Board(2007)

**Secondary**: - Madhyamik fromKhalsaenglish high school, West Bengal Board.(2005)

Current CTC-4.29/Annum

***Personal Vitae***

Address: Flat no-1 B Sreeja apartment Rajarhat main road Kol-136(Dashadron)

Date of Birth: 29th july 1987

Gender: Female

Marital Status: Married

Language: English, Hindi, Punjabi, Bengali

**Date:**

**Place: Signature**