

Susmita Maity

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107, Shibpur Road,

Howrah-711102, West Bengal, India

Languages-English, Hindi, and Bengali

Objective

To acquire a rewarding and responsible position in a growth-oriented company, which allows me to continue learning and enhancing my skills as I aim to provide high quality and efficient work. This also encourages me to flourish as professional and strong personality.

Work Experience

Process Associate in OTC (B2B)- Collection & billing, Tata Consultancy Services Kolkata | 06/07/ 2022- 07/02/2025

Key Responsibilities:

- Raising accurate invoices to the customers in SAP
- Actively contributes with daily activities, in month end closing and year end closing processes
- Proactively collect payments from customers via phone calls & emails.
- Preparing ageing report & other collection related reports.
- Approaching & reminding customers for making due payments.
- Performing bill discounting activity on a daily basis
- Processing medical & IBMD refunds
- Monitoring and analyzing the data through reporting and data management such as payment & collection report and master data periodic report, report on revaluation, power income statement & interest on security deposit
- Actively contributes in processes improvement initiatives
- Proactively identifies issues or risks and works to resolve them, participating with other team members as needed
- Preparing & summarizing monthly ageing reports and customer account reconciliation
- Supports the Master Management team in customer code creation & Virtual account maintenance.
- Providing training to new joiners.
- Maintain strong systems of controls and standards in the derivatives support team ensuring that the business and our clients are protected from risk.

Finance Executive - Infoclin Consultancy

Kolkata/ 19/10/2020 -23/06/2022

Key Responsibilities:

- Keeping the records for all daily transaction.
- Maintaining the tracker for all expenses, logistics, vendor wise payment.
- Reconciling bank statements and upload in tally.
- GSTR-1 Filling.
- Accomplishing bank transaction (NEFT, RTGS) and updating cheque books.
- Managing cash controls as well as maintain book keeping up-to-date.
- Responsible for money transactions including incomes and expenses.
- Maintaining the company accounts receivable and payable sheet.

Education

- **Master of Commerce (Accounting & finance)**
University of Calcutta 2018 –2020
- **Bachelor of Commerce (Honours)**
Shiv Nath Sastri College 2015-2018
- **Higher Secondary**
Shibpur Bhabani Balika Vidyalaya School 2014-2015

Professional Qualification

- **Certified Industrial Accountant** 2019-2020
Institute of Computer Accounts

Skills and Interest

- **Soft Skills:** Project Management, Effective Communication & Networking, Teamwork & leadership.
- **Technical Skills:** Proficient in MS Office (Excel, Word, O2C Billing, Master Data Management, PowerPoint, Outlook).
- Experienced in using Tally- ERP-9, SAP Technology named Citrix Analysis, audits and reasoning skills.

Accomplishments

- TCS 2023 – Spot Award
- Star of the Month Award-August'2024