

# Sarika Rastogi



[sarika.rastogi14@gmail.com](mailto:sarika.rastogi14@gmail.com) | +91-9650638140 | H33/22 DLF Phase 1, Gurgaon, Haryana

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## PROFESSIONAL SUMMARY

Efficient professional with 8+ years of experience and proven knowledge of India Accounting and Revenue Accounting. Worked upon various profiles consisting of Accounts Receivable, Accounts Payable, Global I-expense, Advance Tax, Cash Flows, India Indirect Tax, AR/AP Reconciliations and Revenue Modelling. Aiming to leverage my skills to successfully work as a Certified Accounts manager. Possess strong skills in leadership and personnel management, communication, and multidisciplinary collaboration.

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## PROFICIENCIES & COMPETENCIES

- Handled Account Receivable for India customer like Reliance, Bharti, Vodafone Idea and Government Accounts for a value of \$300M per annum. Handled activities like Invoicing, 26AS Reconciliation, Cash collection calls with end customer, TRC challans, Indemnities, and other form of TDS and AR reconciliations to various customers.
- Handled and prepared Cash flow statement for Ciena India. Coupled CFS along with taking cash collection calls with various customers over long overdues and delinquency.
- Prepared Advance tax reports along with revenue projection for Ciena India. Set-up process flows for Advance tax preparation based on inputs from SCM, Order Management, Services Operations, Commercial management and other collaborative teams in Ciena.
- Displayed expertise in using various software's. Proficiently worked upon Oracle R12 and Tally, SAP and People Soft during my tenure with Serco Group Plc. and Microsoft products, including Word, Excel, Outlook & Power Point

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## EXPERIENCE

December 2013 – Till Date | Ciena India Pvt. Ltd. – Gurgaon, Haryana

### **Positioned as a Senior Accountant**

Worked in Ciena for a period of over 7 years handling various roles in GL accounting for Australia and New Zealand, Global I-expense (employee expenses) and Accounts payable for APAC.

Worked in Indian Accounting profile since Year 2016 handling various projects and profiles.

Projects undertaken –

- Inter-Company Controlling account reconciliation,
- 26AS reconciliation,
- Reconciliation of customer, vendor and general ledger.

Profile for which I am responsible for –

- India AR (Accounts Receivable)
- Revenue Accounting and Reconciliations in India
- Preparing, verifying, and processing invoices for sales or services rendered. Also, reviewing and e-mailing monthly customer statements. Handled invoices valued above \$15M per month.
- Posting customer payments by recording cash, checks, and credit card transactions. Preparing cash and check payments for bank; totaling and recording the deposit amounts, filling out deposit slips and bundling the funds and slips; making deposits at the bank. Handled reconciliation for 3 bank accounts for \$50M value for the period.
- Currently working in profile of India Revenue and contributing while booking sales invoices as per Contractual terms negotiated with customer into sales ledger. Posting revenues by verifying and entering transactions into the system.
- Preparation of entries for Deferred revenue in the statutory books monthly.
- Preparation of month end ledgers and involved in reconciliation for GST account and TDS account along with sales reconciliation along with other supportive accounts.

- Enter the payment entries in the books of accounts and do customer reconciliations of both the books of accounts (Local Books Vs Oracle)
- Involved with Statutory Audit workings and independently responsible for audit for revenue accounting.
- Provide Revenue working for Advance Tax deposit quarterly.

June 2012 – November 2013 | Serco Group Plc. - Delhi

#### **Positioned as a Quality Auditor**

- Regular Quality check for Accounts Payable process and GL Accounting for compliance, validity, completeness and disclosure
- Undertaking reconciliation procedures to determine whether accounts payable ledger transactions match summary figures in the general ledger
- Planning and executing weekly client calls
- Work with the internal or external stakeholders to ensure a clean and timely year end audit

### **EDUCATION**

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Certified Management Accountant

| 2016 | Institute of Cost and Management Accountant

- Learnt various techniques of estimating, planning and cost control for the various stages of an industrial project
- Focuses on corporate finance and management accounting
- Trained to create strategies to improve and manage various internal and external risks

Studied Master of Commerce

| 2007 | MJP Rohilkhand University

- Trained in theoretical and practical fundamentals of Accounting
- Ethics and Laws for Finance and Accounting
- Taxation
- Statistics and Economics
- Computer applications

Studied Bachelor of Commerce

| 2005 | MJP Rohilkhand University

- Basics of Accountancy, Cost Accounting and Banking
- Taxation and management
- Statistics and Economics
- Computer

### **INTERESTS**

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- Reading and writing
- Keen towards Painting
- Travelling and outdoor activities

### **ADDITIONAL INFORMATION**

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- DATE OF BIRTH : 14<sup>th</sup> August'
- GENDER : 1989: Female
- NATIONALITY : Indian
- MARITAL STATUS : Married
- LANGUAGES KNOWN : English and Hindi