Priya Patel
521 Williams Road Apt B20, King of Prussia, PA 19406
610.551.6721 | patel.priyasunil@gmail.com | www.linkedin.com/in/patelpriyasunil

SUMMARY

Self-motivated, enthusiastic and agile full stack developer with experience in HTML, CSS, JavaScript and Node

EDUCATION

University of Pennsylvania   October 2018 – May 2019
Full Stack Development

Villanova University, Villanova, PA   August 2016 - December 2017
Master of Accountancy (MAC)   **GPA: 3.48**

Rosemont College, Rosemont, PA   August 2012 - January 2015
Bachelor of Science, Accounting   **GPA: 3.90**

WORK EXPERIENCE

Vanguard   October 2018 - Present
Cash Reconciliation Specialist

LearnQuest Inc, Philadelphia, PA   February 2018 - May 2018
Staff Accountant
- Posted accruals and journal entries.
- Performed monthly bank reconciliation for multiple entities.
- Reviewed, recorded, and maintained a daily average of 25 vendor invoices in Intacct, prepared checks, and initiated EFT payments for invoices.
- Processed and posted customer payments in timely and accurate manner.
- Responsible for customer billing (weekly average of 30) and timely delivery of invoices.
- Managed new customer and vendor set-up and maintenance in Intacct.
- Processed instructor expense reports and payments ensuring compliance with company policy.
- Handled finance feedback box for North America region and responded to internal and external inquiries.
- Supported the Controller with various reporting, analyses, and cash forecast using MS Excel.

De Lage Landen Financial Services Inc. (DLL), Wayne, PA   January 2015- May 2017
Remittance Processing Administrator
- Processed and applied a daily average of 65 customer payments and exception items to customer accounts using Oracle.
- Achieved monthly KPI goal of reducing unallocated cash by posting funds to outstanding receivables and/or submitting refunds for overpayments on terminated contracts by using independent judgement.
- Performed research and/or contacted customers to gather missing remittance information for correct cash application.
- Reviewed and reconciled customer accounts by performing V-lookups in MS Excel to correct misapplications and resolve discrepancies.
- Submitted refund requests for customer overpayments in Oracle and created and compiled supporting backup documents in MS Word.
- Served as backup for other complex functions which included cash application of buyout quote payments from customers and vendors, application of large dollar amount (in millions) wires using a tool in Oracle, and adjustment activities to customer accounts.
- Handled four different feedback boxes and responded to internal and external inquiries using MS Outlook.
- Assisted senior members in documenting departmental policies and procedures for various functions.
- Provided training to new employees on cash application and processing refunds for customers.