

Neha B Nautiyal

Email:

29/F

neha.bt01@gmail.com

Mob No. : +91-9412052208 / 9106430896

Career Objective:

I am looking forward to accept a challenging, growth-oriented position in a progressive company, where my skills are effectively utilized to improve operations and contribute towards organization.

Professional Experience:

Blouin Art Info

Accounts Payable Consultant

May 2017-till date

- Review/Data enter all invoices for appropriate documentation and ensure proper approval for all.
- Maintains accounting ledgers by verifying and posting of journal entries related to accounts payable.
- Match invoices to checks, obtain all signatures.
- Set-up and maintain all supplier & consultant accounts.
- Respond to all vendor & consultant queries.
- Reconcile vendor statements, research and correct discrepancies.
- Assist in month end closing
- Create & provide various reports as required.
- All Bank Recs for US & UK.
- Experience of working on Quick books.
- Posting of transfer entries.

KPMG Global Services

Audit Analyst

Sep 2010 to June 2012

- Working on XBRL tool and tagging the Financial Statements with UK GAAP and IFRS as Taxonomy.
- Checking financial statements which involve casting, cross casting, calculating ratios, prior year check, number of shares, appointment & resignation of directors, Registration number etc.
- Trial Balance linking.
- Research work on various Companies.
- Invoice checking.
- Coaching junior members of audit team and discussing audit issues with the client.
- Worked on excel and used h lookup, v lookup, shortcuts.

Fidelity Investments**Associate****Feb 2010 to Aug 2010**

- Worked as a CSA at Fidelity Investments. I started working with Re reg & Transfers Department Wherein I was responsible for placing deals in clients Account held with Fidelity. My work is to capture all the clients Re Reg details on System, recording the units on the client accounts.

Academic Achievements:

Degree	School / Institute (Board / University)	Year
B.Ed	HNB University	2015
MBA (Finance)	Madurai Kamaraj University	2010
Bcom (Hons.)	Delhi University	2008
HSC	C.B.S.E	2005

Extracurricular Activities:

- Participated in School level competitions.
- Acted as a placement coordinator at NDIMS.
- Passed NCFM modules: Financial Market and Mutual Fund beginner module.
- Went to Bangalore to train a group of 20 people on XBRL tool.

Computer Proficiency:

- MS Excel, MS Word, MS Power Point.