

**ANURADHA NIPENDRA BONIK**

Shah Complex 1, Sector 13,  
Palm Beach Road, Plot no 6,  
Sanpada, Navi Mumbai - 400705

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**Objectives :**

A career with a progressive organization that will use my education, skills and abilities in an executive capacity, where I can effectively contribute to operations in any capacity that best matches my skills and knowledge.

**Work Experiences :**

**Securens Systems Pvt Ltd : Lead-Accounts Payable (April 2018 to Till date)**

- On daily basis receiving invoices from all department with all supporting documents and approval as per the authority matrix.
- Verifying that invoices comply with financial policies and procedures.
- Interface with varies internal department & external suppliers to resolve queries.
- Maintain credit memo information and apply credit memos to invoices as appropriate.
- Timely processing of debit notes received from the distributors.
- Follow up with approver for invoice approvals in the workflow system.
- Ensuring that the payment of invoices is completed within a timely manner by aging wise and in accordance with payment terms.
- Developed tracking reports to keep management informed of due and past due vendor invoices.
- Reconciled vendor statements and handled payment complaints or discrepancies.
- Creating and maintaining vendor master data & closing down inactive vendor accounts.
- Maintaining rigorous controls over transactions to initigate any fraud risk.
- Able to deal with a large amount of invoices.
- Making monthly provision file.
- Create purchase orders and distribute purchase order number information to the requisition for ordering.
- Assisting in doing TDS working.
- Handling employee reimbursement expenses.
- Reviewing GST data reconciliation and vendor GSTR1 filed or not.

**Capita India Private Ltd : Accounts Payable – Executive (March 2015 to April 2019)**

- Physically receiving invoices and also receiving invoices in Invoice Tracker.
- Review invoices and sorting out invoices as per company code/name.
- Verifying invoices with the necessary supporting documents and approvals as per the authority matrix.
- Corresponding with the respective spoc to resolve invoice discrepancies.

- Booking invoices in SAP i.e. Parking and Posting.
- Set invoices up for payment.
- Monitor accounts to ensure payments are up to date.
- Create Purchase order
- Processing the Employee Reimbursement expenses as per the company policy.
- Submitting monthly TAT report and daily Invoice Status Report & Invoice Count Report.
- Arranging and Printing of Treasury cheques.
- Arranging funds as per payment requirement.
- Vendor Creation in SAP with relevant documents.
- Monthly provision reports as per business entity.

<b>VGN Group of Companies : Accounts Assistant (June 2013 to March 2015)</b>
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- Receiving & verifying invoices with the necessary supporting documents & approvals.
- Sorting out the invoices query with the respective vendor.
- Booking invoices in Tally.
- Making manual cheques for releasing the vendor payment.
- Bank Reconciliation.
- Ledgers scrutiny.
- Checking and Posting of Purchases & Sales Bills in Tally.
- Petty Cash expenses.

<b>VGN Group of Companies : Data Entry Operator (April 2010 to March 2012)</b>
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- Data entry in Khazana Software & Making Template of Cheques
- Making Purchase bills

<b>Academic Information :</b>
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Level	Name of the Institution	Name of Board /University	Month & Year of Passing	Percentage
S.S.C	Model School	Mumbai	March 2008	56.30 %
H.S.C	Model College	Mumbai	February 2010	63.50 %
T.Y.B.COM	Model College	Mumbai	March 2013	72.42 %

<b>Skill:</b>
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- Computer Basic, MS – Office (Word & Excel)
- SAP & Tally ERP 9

<b>Personal Details :</b>
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**Name** : **Anuradha Nipendra Bonik**  
**Date of Birth** : **12<sup>th</sup> November, 1992**  
**Sex** : **Female**  
**Marital Status** : **Married**  
**Nationality** : **Indian**  
**Hobbies** : **Drawing**  
**Strenghts** : **Hardworking, Dedicated towards work & Co-operative.**  
**Languages Known** : **Bengali, Hindi, Marathi and English**

<b>Declaration :</b>
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**I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.**

**Place: Sanpada**

**Anuradha Nipendra Bonik**

**Date :**