

NIDHI ARORA

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Professional Synopsis

Over 6 year experience in the areas of Finance, Accounts, Well versed with modern accounting systems with expertise in managing of the entire accounts, good analytical, relationship management and communication skills.

Career Highlights

Ashish and Company (CA Firm): Mar'18 to Till

- Maintaining day to day accounting on Tally ERP-9.
- Preparation weekly sheet for Expense and Procurement.
- Preparation of Monthly & Quarterly TDS Returns via Genius software.
- Preparation of Bank Reconciliations.
- Preparation of Debtors Reconciliations with 26 AS
- Calculation of Gratuity on monthly basis.
- Calculation of Advance Tax.
- Coordinate with the bank with different matter of company.

GENPACT, DELHI

Current: Process Developer Since Dec'13 to Jan'15 : F&A Global Client

Responsibilities:

Working in Banking Process UK

- Responsible for Bank Downloads & Upload.
- Bank journals, Clearing Bank Transactions, Vendor / Customer Query resolution.
- Doing Manual Payments on regular basis.
- Month End, Quarter End Bank Reconciliations.
- Cash Pool Reconciliations.
- Preparing Reclass journals.

Position: Process Associate from Sep'10 to Nov'13: F&A Global Client

Responsibilities:

- Accounts Payable of Europe based business units handling a part of AP Process from Invoice processing on ERP – SAP
- Process 3 way P.O. matching invoices, up to 100 plus line items.
- Handling the queue of complex or long invoices posted by the team members.
- Doing the Internal rectifications or reversal of the Invoices wrongly booked by the team.
- Doing the audit of invoices for all queues like price issues, goods related issues, PO and coding related issues.
- Reconcile vendor statements.
- Quality check of above 999 documents posted by other team members and keep updating of business approval matrix.
- Handling queries from client and Respond to all vendor inquiries received through emails & inbound calls.

AUSTER CONSULTING PRIVATE LIMITED: Feb'09 to Sep'10

AUSTER CONSULTING PRIVATE LIMITED is a professional company providing Strategic Consulting for quantum growth, Institutional Sales & Brand Positioning in CSD and Foreign Exchange Management to improve Profitability & Efficiency for Exporters and Importers

Position: Account Executive

Responsibilities:

- Maintaining accounting records including ledgers, journals, registers and individual accounts in accordance with generally accepted accounting principles.
- Check all Vouchers accounting and TDS deduction & invoice approvals as per company policy.
- Preparation of all type of vouchers.
- Preparation of monthly debtor's reconciliation.
- Preparation of Bank Reconciliation.
- Preparation of daily collection report and monthly collection report.
- Payment of Employee Reimbursement cases.
- 100% comfortable in Ms-Office & Knowledge in HMS software.

Achievements

- Got Exemplary Performance Award and Spot Award for consistent performer, helping team during close, boundary less behavior and customer centricity.
- Cheers points around 20000 for receiving appreciation mails from the business for excellent work.

Educational Credentials

- ✓ Passed AISSE (12TH) from CBSE (Board) With Commerce
- ✓ B.Com (P) Graduate from Delhi University
- ✓ MBA (Finance) from Sikkim Manipal University

Personal Details

Father's Name : Late Sh. Baldev Raj Luthra
Date of Birth : 12.10.1987
Marital Status : Married
Language Known : English, Hindi and Punjabi
Expected Salary : Negotiable

To seek an opportunity for professional growth and increasing responsibility as Finance Professional in an organization where team spirit and personal skill is recognized and rewarded.

I hereby certify the above information to be true to the best of my knowledge.

(NIDHI ARORA)