

Ritu Raizada

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OBJECTIVE:

A dedicated, enthusiastic financial professional with more than four years of experience in the field of accounting and administration with a strong interest in accounting, financial reporting and start-ups. Offering a strong attention to detail & skills in managing Computerized Accounting Systems.

SUMMARY:

- Data Entry
- Bookkeeping
- Experienced in extensive accounting systems (QuickBooks, Peachtree, Mas 90, Factor)
- Microsoft Office
- Microsoft Dynamics Navision (NAV)
- Detail Oriented
- Resourceful in completing projects, Effective at multitasking.

WORK EXPERIENCE:

Community Options Inc., **Princeton, NJ** **May'18 to June'19**

Position: Jr. Staff Accountant/Accounts Payable Clerk

Community Options, Inc. is a national non-profit agency providing services to individuals with disabilities in 11 states. It provides housing and employment support to people with intellectual disabilities, developmental disabilities and traumatic brain injury.

Responsibilities:

- Approval of Accounts Payable invoices for the assigned regions.
- Analyze and monitor balance sheet reconciliation.
- Prepares and analyzes monthly variance reports for internal management reporting.
- Complete monthly bank reconciliation as assigned.
- Prepare and data enters *general* journal entries monthly/quarterly (as necessary).
- Process accounts payable invoices, utility bills and follow up for any discrepancies.
- Order, monitor and replenish PEX cards (RCC and grocery) for assigned regions.

Stonehenge Slate Inc., **Kendall Park, NJ**

Jan'15 to Nov'15

Position: Accounting Assistant

Stonehenge Slate Inc. is a premier importer and wholesale distributor of natural stone products from around the world. It is a family run business, committed to providing exceptional customer service and high-quality materials at very competitive prices.

Responsibilities:

- Process daily Sales orders and invoices in the accounting System (QuickBooks)
- Manage and track inventory by maintaining the file daily.
- Track and process freight information including custom clearance in proprietary system.
- Customer Service
- Bank Reconciliation
- Accounts Payable, Receivables, Purchase Orders etc.

Ramoco Fuels**Princeton, NJ****June'13 to Jan'14****Position: Jr. Staff Accountant**

Ramoco Fuels is an established Wholesale and Retail fuel Distribution Company serving their business partners with quality motor and specialty fuels. Their offices are based out of ideal mid-Atlantic hub of Philadelphia, PA. Strategically, Ramoco's operations are geographically spread out in 6 states, which include Delaware, Maryland, Pennsylvania, New Jersey, New York and Virginia.

Responsibilities:

- To reconcile Purchase orders, Matching, batching, Coding.
- Process invoices from vendors in a fuel management software.
- Process the payments, enter invoices and update the fuel profit analysis reports.
- Update, maintain and track the daily load sales in an excel report.
- Manage client invoicing and follow up with any past due payments.
- Filing, mailing, faxing and other duties as assigned.

Water Tech Corp**East Brunswick, NJ****Feb'12 – Aug'12****Position: Data Entry Clerk/ Accounting Assistant**

Water Tech is the leader in the Pool Blaster brand of Battery Powered Pool Cleaners worldwide. It's one of the most diversified line-ups of pool and spa vacuum cleaners in the last 40 years, providing cleaning solutions for every pool, spa, and budget.

Responsibilities:**Accounts Receivable/ Payables**

- Record and post daily sales
- Process day to day Invoicing, general entry all transaction into QuickBooks
- General office duties such as filing, telephone correspondence, invoicing, email, data entry
- Processing AR Invoices and payments
- EDI Processing using SPS Commerce and Commerce Hub
- Accounts payable

Roxy Display, Inc**East Brunswick, NJ****Sep'10- Nov'10****Position: Accounting**

Roxy Display Inc, supplies Packaging and Production and Shipping Mannequins, Dress Forms plus a Full Line of Store Fixtures and Display Items.

Responsibilities:

- Data Entry/ Customer Order Entries into Peachtree accounting system
- Accounts receivables, /Accounts payables/ Purchase Orders
- Cash Handling/ Payroll/ Process online payments using PayPal.

HDS Trading Corp**North Brunswick, NJ****Mar'09- June'09****Position: Data Entry / Accounts Receivable / Accounts Payable**

HDS Trading is a privately owned company categorized under decorative home furnishings and supplies and located in New York, NY. Its warehouse office is in North Brunswick, New Jersey.

Responsibilities:

- Data Entry, Accounts Receivables/ Payables
- Process & Maintain Sales Invoices
- Purchase Orders
- General Office Admin Duties/Clerical duties
- Schedule Delivery Appointments/ Customer service

Franklin Templeton International Services India Pvt Ltd. (India)

Jul'06- Sep'07

Position: Process Associate

Process: Sales Information Management

The goal of this process was to improve quality of sales and profile information (advisor, brand, & dealer).

Responsibilities:

- To clean trade and representative profile data, link it to an express number (a unique identification number).
- Firm and branch set-up and maintenance.
- Data Related Projects (e.g., Ownership process, firm mergers/conversions, SMART maintenance, Returned mail, etc.)

Process: Global Consultant Data Services

The goal of this process was to conduct ongoing maintenance and quality control of all investment products and firm data distributed by the sales channels within the organization to the consultants.

Responsibilities:

- Respond to reoccurring client requests (monthly, quarterly, annually) including but not limited to the following: data templates, assets, holdings, attribution, performance, characteristics, commentary, questionnaires, surveys, fact sheet/prospectus/annual report distribution, etc.
- Handle daily ad-hoc client requests
- Complete client and consultant questionnaires
- Updates database(s) on a quarterly basis.

EDUCATIONAL QUALIFICATIONS

Bachelor's Degree in **Accounting** from the **Osmania University**, AP, India in 2006

Certification: Certification course in Computerized Accounting & Business Specialist
From CDM Institute in Woodbridge, NJ