

# ARCHITA ADHIKARY

ACCOUNTS RECEIVABLE ANALYST

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WIPRO, KOLKATA

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07/2021 – PRESENT

Chandannagore, Hooghly, West Bengal

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## **SUMMARY:**

Over 12 months of experience in the service sector as Accounts Receivable at WIPRO.

Proven excellent track record in client servicing with an ability to relate with people at all levels. I am seeking a position to best utilize my proficiencies while also growing with a company in which I can continue to learn.

## **CAREER OBJECTIVE:**

Pragmatic, well-organized with excellent attention to detail, hardworking and energetic individual, aiming to strike a chord with utmost perseverance, seeking to leverage my technical and professional expertise to achieve self as well as organizational goals with a “Never Back Down” attitude.

## **SKILLS:**

- Work with positive attitude
- Accounts Receivable
- Accurate Review of Accounts
- Process improvement
- Communication
- Analysis the accounts by following all the guidelines
- Relationship Building
- Self-confident and great patience
- Computer skills - Microsoft office, Word, Excel, Power point, Access.

## **EXPERIENCE:**

Accounts Receivable Analyst at WIPRO from JULY, 2021 to PRESENT

- Resolve all errors in a account, re-conciliated charges and submit payment.
- Well versed in VDI, maintained the compliance and following all the guidelines.
- Using the Citrix environment and software to analysis and solved the accounts.
- Monitor account details for non-payments, delayed payments and other irregularities.
- Using sharepoint to upload accounts to get the quality audit score.
- Communicate with payer based on the non-payments scenarios.

## **EDUCATIONAL QUALIFICATION:**

<b><u>Qualification</u></b>	<b><u>Institute</u></b>	<b><u>Board/University</u></b>	<b><u>Year</u></b>	<b><u>Marks</u></b>
Masters of Science	Presidency University	Presidency University	2020	7.20 CGPA
Bachelor's of Arts	Chandernagore Government College	The University of Burdwan	2018	67.62%
Higher Secondary	Krishna Bhabini Nari Siksha Mandir	West Bengal Council of Higher Secondary Education	2015	87.60%
Secondary	Krishna Bhabini Nari Siksha Mandir	West Bengal Board of Secondary Education	2013	85.42%

## **LANGUAGES:**

- Converse in Bengali (native language)
- English
- Hindi.

## **ACADEMIC PROJECT**

- Surveyed on widow, disabled, old age pension related issues on Hooghly district.

## **SCHOLASTIC ACHIEVEMENTS**

- Successfully done the survey
- A member of annual fest organize team in college
- Participate in many cultural programs
- Organized many college programs

## **HOBBY/INTERESTS**

- Travelling
- Dancing
- Socializing

**Declaration:** I, hereby declare that all the information provided above is true to the best of my knowledge.



**Place:** Chandannagore

(Archita Adhikary)