**Neeta Yadav**

**Accounting specialist**

Hyderabad, Telangana

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Email me on Indeed: [indeed.com/r/Neeta-Yadav/22078dfb7af43d0f](https://www.indeed.com/r/Neeta-Yadav/22078dfb7af43d0f)

Seeking a work from home job in field of Accounting both AR and AP and any type of reconciliations

**Work Experience**

**Accounting specialist**

**Arcserve India Software Solutions**

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April 2015 to October 2016

Key Achievements and Responsibilities:  
Accounts Receivable  
• Generate customer invoices into the ERP  
◦ Generate invoice from the sales order on daily, weekly, monthly and yearly basis  
◦ Check bill to and ship to addresses, SO number, Quote no, SKU code, units, rates and uploading the relevant documentation in ERP.  
◦ Email invoices to customers as and when generated.  
  
• Cash application  
◦ Download bank report from bank website  
◦ Apply cash to open invoices in ERP  
◦ Research unapplied / open invoices  
  
• Collections  
◦ Generate Aging report  
◦ Follow up with customers through email for payment of outstanding invoices  
◦ Research invoices disputed by customers  
  
Accounts Payable  
• Booking vendor invoices in ERP  
◦ Follow up with vendor for invoices for product / service provided by them  
◦ Book vendor invoice against Purchase order in the ERP and upload all related documentation.  
◦ Inititate Vendor payments  
• Process Employee expense reimbursements  
• Develop and maintain effective business relations with Customers and Employees  
• Escalation handling - Report, investigate and resolve any billing irregularities  
• Process documentation - Document the process steps for AR & AP processes  
• Overseeing all activities through month end and year end close with related reporting and analysis.  
• Generate and distribute weekly/monthly reports.

**Education**

**Master of Commerce in Commerce**

**Karnatak University**

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Dharwad, Karnataka

**Bachelor of Commerce in Commerce**

**Karnatak University**

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Dharwad, Karnataka

**Skills**

ACCOUNTS PAYABLE (1 year), ACCOUNTS RECEIVABLE (1 year)

**Additional Information**

Skills  
F & A Domains:  
Accounts Receivable Accounts Payable  
Order Management Sales order entry  
Customer Billing Booking Vendor invoices  
Cash application Vendor Payments  
Collections India Tax compliance  
Audit Coordination Audit coordination  
  
Operating Systems: Windows 7, XP  
Packages: MS-Office  
Accounting ERP: Lawson, Netsuite, Smart stream