**SHIVANI DUBEY**

    Hyderabad, India 500030 • 7780562358 • shivani.dubey2508@gmail.com

**Professional Summary**

Accounts payable & Receivable specialist specializes in recording financial transactions to generate revenue for products or services rendered. Monitors inflow of money on general ledgers to highlight company profits. Displays strong analysis and organizational skills and advanced Excel proficiency with demonstrated experience calculating, posting and managing accounting figures and financial records.

**Skills**

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| --- | --- |
| * Accounts payable and receivable * Billing & Collections * Invoice Statements * Financial Records & Reporting * Deposit Verification * Spreadsheets & Journal Entries * Transaction Processing | * GL Reconciliation * Customer Communications * Microsoft Office Specialist (MOS) Expert * Flexible & Adaptable * Teamwork * Accounts payable and receivable * Updating accounts |

**Work History**

Process Associate, 12/2018 to 10/2020 (1 Year and 10 Months)

GENPACT – HYDERABAD, INDIA

* Collaborated with team to define business requirements for organizational processes, achieve productivity standards and adhere to accuracy standards.
* Offered data-driven recommendations aligned with overall company strategies and prioritized process improvement initiatives.
* Followed up with clients to verify optimal customer satisfaction following support engagement and problem resolution.
* Documented all transactions and support interactions in system for future reference and addition to knowledge base.
* Broke down and evaluated user problems, using test scripts, personal expertise and probing questions.
* Reviewed and filed financial documents, coded accounting entries for data processing and posted daily receipts and payments in accordance with all corporate protocols.
* Established QuickBooks accounting system to reflect accurate financial records.
* Maintained and processed invoices, deposits and money logs.
* Eliminated discrepancies in finances by expertly documenting expenses, monitoring income, handling bank deposits and managing statements.
* Verified postings to ledgers to confirm accurate entry and account balances.
* Reported financial data and updated financial records in ledgers and journals.
* Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
* Analyzed figures, postings and documents to maintain accounting program accuracy.
* Assessed data and information to verify entry, calculation and billing code accuracy.
* Supported operations by communicating with customers, filing documents and managing data.
* Reviewed and processed employee expense reports and vendor invoices for payment.
* Entered financial information and payments to guarantee accurate and on-time payments for employees and vendors.
* Monitored, verified and approved invoices and reviewed balances using financial software to assess balance sheet for variances.

**Education**

Bachelor Degree : Finance, Accounting, Taxation And Commerce , 04/2017

KANPUR UNIVERSITY - KANPUR ,UTTARPRADESH

COMMERCE: COMMERCE, 2014

Kendriya Vidyalaya - Bikaner , Raj.

10+2 ( KENDRIYA VIDYALAYA NO. 1 BIKANER(RAJ.) CBSE (Intermediate)

High School Diploma: 2012

KENDRIYA VIDYALAYA MATHURA CANTT. (CBSE) - MATHURA CANTT.

**Additional Information**

* Knowledge of Tally ERP 9 and all Microsoft Office Applications
* Excellent communication skills, and ability to present complex information in an easy to understand format
* Certified six sigma white Belt.

**Certifications**

* Tally ERP 9 advance

**Hobbies**

Singing and Drawing

**Languages**

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| --- | --- |
| **Hindi**: Native language | |
| **English**: C2    Proficient |