

Jyoti Yashwante

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Objective

Seeking for a job in leading organization as builder to utilize all Finance and other Finance related managing skills to enhance the good will of the organization by quality of work, want to delivery my best to grow company as well as for me.

Summary of Qualifications

In my Experience history of 8 years 4 Month's, I served in different companies and gathered a huge experience in this field. During whole my experience, I worked in a team. Made contracts with different clients, worked with skilled and efficient employees, made financial plans, did quality work within time limits and put new ideas of work.

Relevant Experience

Finance Manager Cloud Retail Solution Pvt Ltd (Kitchens Centre)

- Handling Complete Finance AP AR reporting
- Invoice process of vendor, vendor reconciliation
- TDS reconciliation, GST filing
- Billing verification and process for payment.
- Handling billing for Aaron side
- Debtor recon and collection.

Assistant Manager Finance (KOHLER INDIA (Corp Service)

- Handling End to End AR Process
- Invoice Process,

- CN And DN process
- Inter Company Reconciliation
- Forex payment handling.
- AR Aging
- Visiting client site for review meeting and reconciliation
- Handling all AR activity like Invoicing, payment follow-up, collection, and debtor reconciliation, GL Recon, monthly Closing.
- Bank Reconciliation
- Visiting client site for recon and payment settlement.
- Handling TDS Reconciliation.
- Handling UDS collection
- Working on collection where I am handling collection for debtors
- Prepare bills, invoice and coversheet.
- Working for AR Aging Report
- Handling Cash Application of corporate client like O2C activities.
- Handling 15 people in AR team.
- Reconciliation, the account receivable ledger to ensure that all payments are accounted for and properly posted.
- Follow up on, collect and allocate payments.
- Carry out billing, collection and reporting activities according to specific deadline.

Assistant Manager Finance (Fab Hotels)

- Handling End to End AR Process
- Visiting client site for review meeting and reconciliation
- Handling all AR activity like Invoicing, payment follow-up, collection, and debtor reconciliation, GL Recon, monthly Closing.
- Leading and managing team.
- Handling commission reconciliation.
- Visiting client site for recon and payment settlement.
- Handling TDS Reconciliation.
- Working on collection where I am handling collection for debtors.
- Prepare bills, invoice and coversheet.
- Handling B2B client.
- Working for monthly closing report.
- Handling Cash Application of corporate client like O2C activities.
- Corporate Monthly Closing and Reconciliation
- Reconciliation, the account receivable ledger to ensure that all payments are accounted for and properly posted.
- Supporting for closing OTA and PG payment gateway closing
- Follow up on, collect and allocate payments.

- Carry out billing, collection and reporting activities according to specific deadline.

Finance Executive (OYO Rooms)

- All AR platform activities like invoice submission, payment follow-up, dispute resolution, receipts recording, balance confirmation, TDS certificate collection etc.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Working on SAP, for post JE, book sales memo, TDS entry.
- Prepare bills, invoice and bank deposits
- Handling BTC (Bill To Company, Given Credit Limit, Refund amount process, Update Wallet Amount, generate invoicing for corporate client.
- Working for monthly closing report.
- Handling Cash Application of corporate client like O2C activities.
- Corporate Monthly Closing and Reconciliation
- Reconciliation, the account receivable ledger to ensure that all payments are accounted for and properly posted.
- Follow up on, collect and allocate payments;
- Carry out billing, collection and reporting activities according to specific deadlines;
- Perform customer's account reconciliations; cash application
- Monitor customer account details for non-payments, delayed payments and other irregularities, Investigate and resolve customer queries;
- Maintain accounts receivable customer files and records;
- Follow established procedures for processing receipts, cash, etc.;
- Develop a recovery system and initiate collection efforts;
- Communicate with customers via phone, email, mail or personally, assist with month-end closing;
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status

Customer Relationship Executive (IndusInd Bank)

- Handling Operations (Front Desk)
- Walk in business retention. Meet with the client for generate business.
- Handling corporate client for (current and saving accounts)
- Interacting with different department for urgent follow up for Priority customers
- Responsible for resolving service queries given by the customers.

- Co-ordination between Sales & Credit for disbursements.
- Taking customer queries and providing end to end resolution to them

Office Administrative & Accountant (ISSSDB security service Pvt Ltd)

- Maintain all the employee details like there documents
- Handling calls of the client.
- Maintain all the company data in an appropriate way.
- Handling warehouse activity.
- Recoding all the inventory of the company.
- Hiring new people, taking there interviews.

Employment History

Sep-20 to till date	Finance Manager (Kitchens centre)	Delhi
June-19 to Sep-20	Assistant Manager Finance (Kohler INDIA)	Gurgaon (India)
Jan 18 to June-19	Assistant manager Finance (Fab Hotels)	Gurgaon India
May-15 to Dec-17	Sr Finance Executive (OYO Rooms)	Gurgaon, India
2010 to 2012	Customer Relationship Executive (IndusInd Bank)	Delhi, India
2009 to 2010	Office Administrative (ISSSDB security service limited	Bhopal India

Skills

- Interpersonal Communication Skills
- Management Skills
- Reconciliation
- Proficiency on the company software (CRS)
- Computer Programming/Modeling
- Technology (SAP, Tally)

Education

MBA (Finance) Barkatullah University Bhopal 2014

BCA (Computer) C V Raman University Bhopal 2010

Higher Secondary (Science) M.P Board Bhopal 2007

Achievement

Currently working in Cash application project implementation (Automation) with Bank of America and our US team and its successfully done .

Completed 45 days training in Kalptaru Multiplayer Limited.

Done RJ (Radio Jockey from IIMC (Indian Institute of Mass Communication)

Computer Skills

- Working Knowledge of SAP (SD Module)
- Working Knowledge of Tally (ERP 9)
- Working Knowledge of M.S Office

PERSONALITY TRAITS:

Can lead a group successfully, my work style, Able to work in any kind of environment.

PERSONAL PROFILE:

Father's Name	:	Mr. Santosh Yashwante
Date of Birth	:	20th July 1989
Nationality	:	Indian
Place of Birth	:	Maharashtra
Marital Status	:	Unmarried
Gender	:	Female
Hobbies	:	Travelling, Making Food

DECLARATION:

I do hereby declare that the information furnished in my curriculum vitae is best of my knowledge.

(JYOTI YASHWANTE)