

Sweety Gupta

1st Floor, #2 19th B Cross, Sir M. V. Nagar, Ramamurthy Nagar, Bangalore - 560016

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sweetygupta7777@gmail.com

Professional with 6+ years of experience in accounts payable/invoice processing/reconciliation through SAP/Excel. Have sound knowledge of general accounting & have worked across healthcare & utility domains. Skilled in AP2, AP3 and R/3 environments of SAP ERP 6.0, general Excel, Google Sheets & managing team members to achieve targets under pressure.

SKILLS

- **KEY SKILLS:** Invoice Processing, Accounts Payable, Vendor Payments, Financial Reporting, Transaction/BPEM processing, Reconciliation
- **TECHNICAL SKILLS:** SAP ERP 6.0 (SAP-ISU, Sales & Distribution), SAP CRM 7.0, SAP R/3, Microsoft Office 365, Google Sheets

PROFESSIONAL EXPERIENCE

Netdox Health Private Limited | Onco.com

Associate Manager

Bangalore, IN

April 2020 - Present

As a manager specializing in reconciliation, I manage day-to-day operational activities of a team of accountants, to ensure that data from 150+ network hospitals are in sync & the overall accounting process meets the standards. Some key responsibilities include:

- Manage patient coordination by providing suitable resources
- Day to day involvement in coordination with our external stakeholders, tracking revenues and assisting in recoveries post disposal of service
- Analysis of historical billing information and forecast estimated prices for particular procedures
- Collecting discharge summaries, and billing information and checking if they are in consonance with each other
- Financial reconciliation, invoicing, and stakeholder management
- Support and coordinate customer-facing operations, including sales and marketing Offline engagement with all partner stakeholders
- MIS data management and Analysis

Tata Consultancy Services Limited

Process Associate

Bangalore, IN

July 2014 – April 2020

Managed a small offshore team of an Australian healthcare company. Also monitored the SLA & TAT of the invoices, tracked the overall workflow & team performance.

- Using the MIRO transaction to input the data from the softcopy (PDF) acquired from the third-party vendors, to process the invoices (PO/NOPO)
- Coding the invoices
- Making the weekly Block PO reports

- Creation of VCF/IAF/Reactivation forms
- Responding to critical emails/calls from the vendor, involving the client partner when required to avoid disruption of business
- Make way for the upload of payments
- Updating bank account details of vendor, updating address, etc
- Maintain a variety of reports to be presented to the stakeholders

ACHIEVEMENTS

- As a trainee, received client-appreciation for processing the correct rebates in the first attempt, since this impacts revenue directly.
- Was featured as one of the top-performers in the project for maintaining 100% quality for 6 consecutive months

ACADEMIC CREDENTIALS

- K. D. College of Commerce and General Studies, Midnapore (**VIDYASAGAR UNIVERSITY**)
Bachelor of Commerce (Accounts Honours) | June 2010 – May 2013 | Scored **63%**
- Kendriya Vidyalaya, Kharagpur (**CENTRAL BOARD OF SECONDARY EDUCATION**)
10+2 (Commerce) | July 2008 – May 2010 | Scored **79.4%**
- Kendriya Vidyalaya, Kharagpur (**CENTRAL BOARD OF SECONDARY EDUCATION**)
Class X | May 2008 | Scored **68%**

PERSONAL DOSSIER

- Date of Birth: January 07, 1993
- Permanent Residence: Ward No. 17, Bidhanpally, Kharida, Kharagpur – 721301 (W.B.)
- Alternate Contact: +91 – 7501791170
- Languages known: English, Hindi, Bengali

INTERESTS

Listening to music, travelling, cooking

WEB PROFILE

<https://www.linkedin.com/in/sweetygupta7777>

REFERENCES

- Mrs Saswati Sahoo (Delivery Manager, Tata Consultancy Services)
+91-9830796999 | sahoo.saswati@tcs.com
- Mr Archit Kakrania (Team Leader, Tata Consultancy Services)
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- Mr Tonmendu Bose (Senior Systems Engineer, Cognizant)
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