**SUNITA GOENKA**

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**CAREER OBJECTIVE**

Ambitious and self-motivated individual with 4 years of professional experience and working knowledge of SAP. Seeking a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

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| **SKILLS**  Credit and Collections |  | Process improvement |
| Payment processing |  | Loss prevention |
| Relationship development |  | SAP Expertise |
| Customer service |  | Aging reports analysis |
| Refunds and exchanges |  | Account Reconciliation Processes |

**WORK HISTORY**

* **Finance Executive, Holiday Inn Jaipur – April 2021- Present**
* Reconciling daily, monthly and yearly transactions.
* Resolve financial disputes raised by the customer service and sales teams
* Supporting the Finance Manager with projects and tasks when required
* To prepare audit schedules
* Monitor all bank deposits and payments.
* To ensure all financial data is timely, accurate and complete.
* **Finance Supervisor, Trident Bhubaneswar (Oberoi Group of Hotels) - April 2020- Mar 2021**

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| * Perform Bank Reconciliation |
| * Update general ledger and ensure its accuracy |
| * Oversee the daily workflow of the department including accounts receivable, accounts payable & cashier |
| * Assist internal and external auditors by providing information |
| * Manage month end and year end closing * Monitor the daily performance of the finance department  |  | | --- | | * **Accounts Receivable Associate, Trident Bhubaneswar (Oberoi Group of Hotels) - Apr 2019- Mar 2020** | | * Posted revenues by verifying and entering transactions from banks. | | * Posted payments by recording cheques and credit card transactions. | | * Prepared bills receivable, invoices and bank deposits. | | * Kept files and digitized records organized for easy updating and retrieval | | * Verified discrepancies and resolved clients' billing issues | | * Reconciled daily AR ledger and verified proper posting. | | * Resolved valid or authorized deductions by entering adjusting entries. | | * Updated aging reports based on daily audits. | | * Resolved long-standing by rigorous follow up | |  | | |  | | --- | | * **Accounts Payable Associate, Trident Bhubaneswar (Oberoi Group of Hotels) - Apr 2018- Mar 2019** | | * Made payments to vendors through cheque and NEFT | | * Closely monitored accounts to post timely payments and resolve billing discrepancies. | | * Managed accurate and timely processing and posting of all the invoices per month. | | * Matched purchase orders to invoices and logged invoices into computer. | | * Oversaw monthly accounting close process for timely and accurate reporting of financial information. | | * Reviewed each invoice for payment approval. | | * Developed reports for senior management to outline expenditures, vendor spend and forecasting. | | * Maintained filing of invoices to keep records organized and easily searchable. | |  | | |
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| * **Cashier & Income Auditor, Trident Bhubaneswar (Oberoi Group of Hotels) - May 2017- Mar 2018** | |
| * Counted cash in register drawer at beginning and end of shift. | |
| * Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies. | |
| * Receive payment by cash | |
| * Disbursed petty cash expenses after reviewing the invoices | |
| * Posted all invoices in system for payments made in cash | |
| * Conducted cash audits for all other departments | |
| * Kept a strict watch on Internal controls | |
| * Organised the coding system and reduced the errors in their usage | |
| * Coordinate with various departments to implement the daily process as per SOP | |
| * Checked daily night audit reports | |
| * Seeked approval on any allowance made or providing any special services | |
| * Recognized all possible leakage of revenue and controlled loss.  |  | | --- | | * **Accountant, Bimla Bhandar (Family Business), Sept 2013- Apr 2017** | | * Maintain all account files and records relating to business transactions – sales, purchase and stock of goods | | |

**CERTIFICATES**

* Successfully completed the Supervisory Development Programme (Oct- Dec 2019)
* Employee of the Month for July 2019
* Team (Trident, Bhubaneswar) of the quarter award for April – June 2019

**EDUCATION**

2013 Bachelor of Commerce-Accounting Honours, Ravenshaw University