**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
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| * Update general ledger and ensure its accuracy
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| * Oversee the daily workflow of the department including accounts receivable, accounts payable & cashier
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| * Assist internal and external auditors by providing information
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| * Manage month end and year end closing
* Monitor the daily performance of the finance department

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| * **Accounts Receivable Associate, Trident Bhubaneswar (Oberoi Group of Hotels) - Apr 2019- Mar 2020**
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| * Posted revenues by verifying and entering transactions from banks.
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| * Posted payments by recording cheques and credit card transactions.
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| * Prepared bills receivable, invoices and bank deposits.
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| * Kept files and digitized records organized for easy updating and retrieval
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| * Verified discrepancies and resolved clients' billing issues
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| * Reconciled daily AR ledger and verified proper posting.
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| * Resolved valid or authorized deductions by entering adjusting entries.
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| * Updated aging reports based on daily audits.
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| * Resolved long-standing by rigorous follow up
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| * **Accounts Payable Associate, Trident Bhubaneswar (Oberoi Group of Hotels) - Apr 2018- Mar 2019**
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| * Made payments to vendors through cheque and NEFT
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| * Closely monitored accounts to post timely payments and resolve billing discrepancies.
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| * Managed accurate and timely processing and posting of all the invoices per month.
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| * Matched purchase orders to invoices and logged invoices into computer.
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| * Oversaw monthly accounting close process for timely and accurate reporting of financial information.
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| * Reviewed each invoice for payment approval.
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| * Developed reports for senior management to outline expenditures, vendor spend and forecasting.
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| * 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**
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| * Counted cash in register drawer at beginning and end of shift.
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| * Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
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| * Receive payment by cash
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| * Disbursed petty cash expenses after reviewing the invoices
 |
| * Posted all invoices in system for payments made in cash
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| * Conducted cash audits for all other departments
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| * Kept a strict watch on Internal controls
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| * Organised the coding system and reduced the errors in their usage
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| * Coordinate with various departments to implement the daily process as per SOP
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| * Checked daily night audit reports
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| * Seeked approval on any allowance made or providing any special services
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| * Recognized all possible leakage of revenue and controlled loss.

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| * **Accountant, Bimla Bhandar (Family Business), Sept 2013- Apr 2017**
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| * Maintain all account files and records relating to business transactions – sales, purchase and stock of goods
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**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