**Ayushi Agrawal**

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**# Vashi, Sector-10A, Navi Mumbai Maharashtra 400703**

**SUMMARY**

Meticulous detail-oriented Accounts Receivable specialist with 4+ Years of experience resolving delinquent accounts, attaining collection goals, and maintaining higher customer satisfaction rating in a fast-paced environment.

● Working with ByteDance India in “Revenue Business Department” as Global Accounts Receivable.

**WORK EXPERIENCE**

**ByteDance India Technology Private Limited June 2020 - Present**

**Global Business Accounts Receivable / Revenue Dept.**

**Roles & Responsibilities:**

* **“Contract Reviewing” –** Reviewing the contracts and identifying the financial risks in contracts globally for India, U.S. U.K and Brazil regions**.** Managing contracts with customer and data privacy. Follow-up from sales team on contract expiry and renew accordingly / Contracts addendum.
* **“Accounts Receivable”** - Managing the full accounts receivable cycle globally for India, U.S. U.K and Brazil regions from the statement generation to the receipt of invoices until cash payment. Responsible for monthly accounts receivable and Balance sheet Reconciliations / Collection analysis, Delinquency, Current collection and Aged items.
* **“Receipt Voucher / Top-up”** - Managing the RV issued against all the prepay payments and the top up for ADS platform and establish internal checks and controls by Calculating the TDS and GST on it.
* **“Revenue / Budgeting” –** Analysis of revenue report on a weekly basis and continuously looking for efficiencies and improvement in business process and resources.
* **“Reconciliation” –** Reconciliation / closer balance of AR on monthly basis with customer (E2E customer handling).
* **“Invoicing”** - Processing vendor invoices with strong knowledge of GST and maintain accurate records of information to maintain customer service and quality standards by following client procedure and processes. Analysis of Creditors ledgers & identifying the issues related with wrong / duplicate invoicing. Debit balances etc.
* **“Credit Note”**- Verifying and managing the Credit Notes in the system and tracking for the revised invoices with the sales team.
* **“Legal Notice”** – Working on legal notice when required for the client and its interest calculation.
* **“Rebate”** – Managing and analysing the rebate to the customer / Rebate contracts with customers.
* **“Functional Skill” –** Have a good knowledge on JIRA system and End to End customer handling.

**Huawei Telecommunications, Mumbai** **Dec 2016** **–** **May 2020**

**Finance & Accounts Receivable Executive**

**Roles & Responsibilities:**

* **“Account Receivable”** – Managed the full accounts receivable cycle from receipt of invoices until payment. Ensured that all the PO – Approval – Invoices are accurately tracked into the accounting system. Responsible for monthly accounts receivable journal entries and balance sheet Reconciliations.
* **“Compliance” –** Managed the accounting queries both internal and external, managed escalations where appropriate within defined timescales – TDS/ GST/CST.
* **“Financial Reporting / MIS –** Prepared and maintained financial statements and reports. Managed reviews of Trial balance and General ledger to confirm appropriate accounting and statements in accounting books.
* **“Cash Flow” -** Prepared monthly cash flow and bill discounting.
* **“Budgeting and Revenue” –** Conducted planning, forecasting and analysis. Established budgetary control.
* **“Performance Bank guarantee “-** Prepared and maintained the records of PBG and follow-up with customer.
* **“C-Form” –** Maintained the records for C-Forms and chasing for the same to customer to provide as per CST TAX.
* **“Audit” -** Prepared and managed the reviews of IFC AUDIT (Internal Finance Control) and RCM (Risk Control Management), GL (General Ledger), COST AUDT and INTERNAL AUDIT.
* **“Functional Skill” –** Have a good knowledge on Oracle system and End to End customer handling.

## PROJECT DETAILS

**PROJECT TITLE : “WEB CRAWLER”**

Web Crawler is an open-source Java Crawler which provides a simple interface for crawling the web pages. A Web Crawler is a program that retrieves and stores pages from the Web, commonly for a Web search engine. Web Crawler searches only the links which are related to the URL and gives optimize result.

* OS Platform: Windows XP or later, Linux
* Language: Core Java
* API: HTML Cleaner
* Deployment by using waterfall model
* In this model, the software development activity is divided into different phases and each phase consists of series of tasks and has different objectives.

**PROJECT TITLE : “BLUETOOTH CHATTING SYSTEM”**

Bluetooth chatting is an innovative approach to the mobile world. This application shows use of Bluetooth in terms of chatting. Means persons can chat via Bluetooth. Bluetooth communication is based on unique MAC.

* Operating system: Windows XP and more
* Front end : Core Java
* Back end : XML
* Deployment by using waterfall model

**EDUCATION**

**Jai Narain College of** **Technology,** **Bhopal** **(Madhya** **Pradesh)** **Aug** **2012** **-** **Jul** **2016**

B.E in Computer Science & Engineering.

**TECHNICAL SKILLS**

* High Level Programming Languages: C, C++, Core Java
* RDBMS: SQL
* Platforms / OS: Basics of UNIX , LINUX

**EXTRA CURRICULAM ACTIVITIES**

* Certification in C, C++ and Core Java.
* Participated in T-SHIRT Painting and ESSAY writing competition and Participated as volunteer.
* Participated in EDU RUN Bhopal Marathon.

**DECLARATION**

I hear by declare that all the details furnished above are true to the best of my knowledge and belief.

Date:

Place: Mumbai Ayushi Agrawal