

### SUMMARY

8+ years experienced Finance Executive & Senior Analyst skilled in leading teams of finance professionals . Proficient in reconciliation, generating insightful reports ,GL accounting handling multiple tasks and participation in audit processes . Industry experience - Manufacturing industry & SaaS IT services.

### KEY SKILLS

- Accounts Payable
- Accounts Receivable
- Audit
- Reconciliations
- Reporting
- Customer Communication
- Problem analysis & Resolution
- GL accounting
- Team Management

### TECHNICAL

- **ERP** - Oracle R12 , NetSuite , Zuora
- **CRM** - Salesforce
- **MS Office** - MS Excel , PowerPoint & MS Word

### PROFESSIONAL EXPERIENCE

#### Senior Analyst - Billing & Collections

Jun '19 - Present

#### Bluejeans Networking India Pvt.Ltd.

Bangalore

*Acquired by Verizon in May '2020*

##### Team Management & Client Relationship Management

- Leading Reseller team of 4 analysts - billing & collections.
- Set collection target for the accounts receivable reseller team.
- Monitor processing of invoices.
- Ensure timely collection of payments .
- Work with team on DSO improvement.
- Review Bank reconciliations and related journal entries .
- Training new hires on billing process ,collection , cash application and bank reconciliation
- Month -end revenue working .
- Handling complex partners .
- Hold discussions with resellers on processes and procedures .

##### Billing & Collection operations

- Conduct credit checks and monthly write off .
- Responsible for managing cash-inflow functions and collection of overdue accounts.
- Reviewing requests from clients and working on modification of bill amounts , change of payment terms.
- Provide Ad-hoc report requests from Channel managers, CSM etc

##### Key Achievements

- Verizon Spotlight Award - Apr,2021
- Star of the month - Collection
- Recognized for closing important deals at quarter end .

#### Billing Analyst

Sep '18 - Jun '19

#### JCSS Global

Bangalore

*CLIENT - Bluejeans Networking India Pvt Ltd.*

##### Billing Management & Customer Relationship

- Issuing invoices with **100%** accuracy .
- Handling customer complaints and resolving billing issues under targeted timeline.
- Prepare and present weekly /monthly reports to customers with objective to review on invoices and reconciling differences coordinating with customers .
- Support monthly & quarterly clean ups .

##### Reconciliations & Cash application

- Handled multiple bank account receipt processing from ACH wires and lock box.
- Identify and resolve payment discrepancies and answers client inquiries as needed
- Reconcile monthly bank statement to the GL for multi-currency bank accounts.
- Identified financial discrepancies and made journal entry corrections timely.

#### Finance Executive

Mar '12 - May '18

#### Forbes Marshall Pvt Ltd .

Pune

##### Accounting

- Journal entries
- Petty cash book management against day to day expenses.
- Verify & process the payments for foreign travel claims of the company staff & directors .
- Verify and process payment of direct expenses .
- Validation of GRN . Scrutiny of PO - for assets and taxes applied .

## PERSONAL DETAILS

- Date of Birth : 13th Aug 1986
- Gender : Female
- Nationality : Indian
- Marital Status : Married
- Language Known : English, Hindi (R/W)

### Payment processes

- Prepare & process vendor payment batch .
- Online payment - custom duties.
- Payment of Professional Tax, VAT & CST, TDS & Service Tax.

### Tax Compliance

- Application of TDS, its calculation and monthly payment.
- Issuance of C & H forms to vendors and resolving of old issues.

### Reconciliations - Bank , Vendor accounts , Custom duty & Prepaid expense A/c

### Audit Processes

- Stock audit as external auditor on yearly basis.
- Core member in audit process for direct expenses, custom duty reconciliation, prepaid expenses, GIT valuation, vendor scrutiny.

### Reporting

- Provide monthly provision report for **Foreign travel expenses, Direct expenses.**
- Preparation & study of vendor aging report and collection report .

### Process Improvement & Projects

- Core member of AP team for R11i to R12 migration.
- Implementation of NEFT batch payment process in R12.
- Implementation of GST SYSTEM in business.
  - Study of expenses and its categorization under GST.
  - Working directly with Taxation-Head for stimulating all accounting data required as per GST guidelines.

### Key Achievements

- Recognized as Gold Star performer for Quarter Oct 15 – Dec 15
- Recognized for being excellent team performer for 2015 – 16 for audit process.
- Appreciated for taking additional responsibility.

## INTERNSHIPS

### Management Trainee

May '10 - Jul '10

### John Deere India Pvt. Ltd.

Pune

*Direct Tax Law Compliance*

Study on TDS & issue of TDS certificates

## EDUCATION

- PGP Finance and Marketing (2009 to 2011) From Indira Institute of management Pune (Pune University) with First Class with Distinction .
- MBA Banking (2009 to 2011) From Indira Institute of management Pune (Sikkim Manipal University) with B Grade.
- B. Com (2005 to 2008) SNDT Women's University Pune with 74% Marks.
- HSC - CBSE Board (2003 to 2005) SVM College with 80.5% Marks.
- SSC - ICSE Board (2002) Mount Carmel School with 79% Marks.

I, hereby declare that the information furnished above is authentic & complete to the best of my knowledge & belief.

Place: Bangalore

Shraddha Prakash