**Meenu Tripathi**

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**Address: 436/7 Partap Nagar**

**Gurgaon -122001**

**Mobile : 9999025122**

**OBJECTIVE:** To find a position with a growing organization where my accounting skills and collection experience can be used in the environment. Seek diversity and professional challenge with an opportunity for advancement.

**CAREER SUMMARY**

4 years 4 months experience as Billing & Account Receivable with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

**OZONE NETWORKS PVT. LTD.**

**Billing Executive & Accounts Receivable, May 2016 to Present**

* Maintain up-to-date billing system
* Generate and send out invoices
* Follow up on, collect and allocate payments
* Coordination with the Vendor & technical engineers.
* Carry out billing, collection and reporting activities according to specific deadlines
* Perform account reconciliations
* Monitor customer account details for non-payments, delayed payments and other irregularities
* Research and resolve payment discrepancies
* Maintain accounts receivable customer files and records
* Follow established procedures for processing receipts, cash etc.
* Process credit card payments
* Prepare bank deposits
* Investigate and resolve customer queries
* Process adjustments
* Develop a recovery system and initiate collection efforts
* Communicate with customers via phone, email, mail or personally
* Assisting the company’s controller with any projects as assigned.
* Assist with month-end closing
* Collect data and prepare monthly metrics.

**HUDA OFFICE**

**Account Assistant/ Billing & AR Executive, Sep 2014 to May 2016**

* HUDA is a government office located in Gurgaon.
* Take care of billing
* Coordination with the Vendor
* Payment & Billing upkeep
* Manage Monthly/ Weekly MIS reports
* Ensure the timely payments and actual usage and updation in the system.
* Preparing & maintaining MIS in Excel.
* Confirmation, updation and filing of Bank transfer documents.
* Online refunds.
* Reconciliation of online payments to check duplicate payments and not updated/activated transactions in the system.
* The main challenge in our work is to keep accuracy and provide satisfaction.
* It’s an accounting process in which I have to maintain Cash Book, BRS, Voucher entry.
* Marinating Contractors Ledgers and Payment.
* Handling Customers queries.
* I basically audit and analyse the expenses incurred by the contractors while getting contract from government through tender opening accordingly terms and norms. After the auditing and analysing at end we do the payments by creating contractors Bill and then Bank Vouchers.
* The main challenge in our work is to keep accuracy and provide satisfaction to the client.

**SILVER SKILLS PVT.LTD, GURGAON**

**Relocation Analyst, April 2013 to 31 March 2014**

* Silverskills is a leading provider of commercial real estate, healthcare, and financial service solutions.
* It’s an accounts payable process, in which I have to audit, analyse and process the expense reports, Initial payment reports (IPRs) and Direct bills invoices (DBs) of the Client’s whose employees are being transfer from one place to another.
* Basic knowledge of Accounts receivable in which the payment from customers are received for goods and services sold on behalf of clients.
* I basically audit and analyse the expenses incurred by the transferee while getting transferred according to the client’s policy, terms and norms. After the auditing and analysing at end we do the payments by creating PO number also known as payment order number.
* The main challenge in our work is to keep accuracy with the processing speed and provide satisfaction to the client.
* I have also prepared DPR i.e. Daily Processing Reports.
* AR is the process in which analyst as well as identifies a payment deposited into supplier bank account, receipts into the AR system, allocates it to an invoice and reconciles to ensure that the payment is correct.

**GENPACT**

**Process Associate, Aug 2011 to March 2013**

* Ensuring the smooth running of basic banking transaction.
* Building relationships with high net worth individuals.
* Answering any financial and banking queries.
* Maintaining a professional image at all times.
* Handling customer’s queries over the phone or via correspondence.
* Presenting information clearly to customers, work colleagues and third parties.
* Opening new bank accounts for individuals and also companies.
* Ensuring uniformity in process understanding & supporting the team members in regular operations.
* To action the customer request related to the closure of their personal and business accounts.

**SKILLS**

* **Microsoft Word, Excel, Power Point**
* Good analytical and problem solving skills.
* Excellent ability to sort, check, count and verify numbers
* Strong ability to use an automated accounting system
* Attention to detail and accuracy
* Good organizational skills
* Information management
* Stress tolerance
* Customer service skills

**ACADEMIC QUALIFICATIONS**

* M.Com from Dr. Bhim Rao Ambedkar University in 2012.
* B.Com from MDU in 2010.
* 12th from CBSE in 2007.
* 10th from CBSE in 2005.

**INTEREST AND HOBBIES**

* Internet surfing
* Listening Music
* Ability to keep calm under pressure.
* Highly disciplined
* Attention to detail
* Comprehensive understanding of client confidentially.
* Ability to motivate subordinate

**PERSONAL DETAILS**

**Date of Birth : 27/08/1989**

**Gender : Female**

**Marital Status: Single**

**Languages Known: English, Hindi**

**Nationality: Indian**

**Father’s name: Mr. N.P. Tripathi**

**Present Address : 436/7 Partap Nagar**

 **Gurgaon -122001**

Declaration: I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:
Place:

 **(MeenuTripathi)**