

Jigna Patel

Expertise: Senior Finance Executive.
Email: jignapatel16994@gmail.com

Contact: +91 9768134219

Career Objective:

As an **Analyst**, my ambition is to work in an innovative, creative and challenging environment where my I skills and talent could be optimally utilized also, leading to the growth of the organization. Seeking a Collections position with a reputed organization in order to use and continue developing skills and contribute towards the reduction of Day Sales Outstanding.

Professional Summary:

- * 5 years of work experience in Accounts Receivable, Collections, and Reconciliation.
- * Experience in Tally wherein we had to post few entries check Ledger and main books of accounts.
- * Bank Reconciliations.
- * TDS
- * GST
- * Work closely with Finance on billing set up and invoicing
- * Supervise the account executives and representatives' team and ensure deadlines are met.
- * Resolve issues and handle complaints quickly and effectively.
- * Drive client retention, renewals, up sells and client satisfaction.
- * Preparing Cash flow files.
- * All Receivables and payables check and entry in tally.
- * All the vendors payment.
- * Also, Using Quick Books software.
- * Preparing balance sheets.
- * Developing an in-depth knowledge of organizational products and process.
- * Providing customer service to clients.
- * Being a key point of contact for other departments on financial and accounting matters.
- * Reviewing, monitoring and managing budgets.
- * Check agreement all clients payments.
- * Preparing Partner's Payments Schedules.
- * Payments India as well as Out of India.
- * Currency Reports Country wise.
- * Clients Reports.

Vista India Digitek Private Limited | March 2017 to August 2020.

Senior Finance Executive.

As an Accounts we were involved in day to day accounting activities like Receivable and Payable & maintaining the books of account. Managing records and receipts. Reconciling daily, monthly and yearly transactions.

Responsibilities:

In addition, we were responsible to collect past due from our clients maintain a report about our Accounts Receivables, and ensure that we bring down our receivables considerably.

Apart from this we had to maintain the Petty Cash book and also ensure that Payments are being made on time to our Vendors India and Usa.

Assisting in the preparation of budgets. Managing records and receipts. Reconciling daily, monthly and yearly transactions. Supporting the Finance Manager and Juniors with projects and tasks when required.

Paras Agency (1 Year).

Account Executive.

- * Track and coordinate all activities occurring for each account.
- * Preparing regular client reports and attending client meetings.
- * Responsible for existing account management and clients communications and conflict resolution.
- * Analyzing marketing trends and predictions and researching market conditions to develop sales goals and marketing strategies.
- * Negotiating and closing contracts, maintain excellent client relationships, and continually build opportunity pipeline.
- * PO
- * Invoice.
- * Cash Entries
- * Payment Vouchers.

Ram Associates (CA Firm).

Junior Accountant.

- * Post journal entries for accrued expenses and revenue.
- * Maintain and record fixed assets.
- * Act as a liaison for vendors to reconcile any billing discrepancies.
- * Prepare and file local compliance reporting as necessary.
- * Tally Entries.
- * Assist with the preparation of financial statement.
- * Analyze and reconcile bank statements and general ledger.

Educational Qualification:

Degree	Institute and University	%	Year
MBA	NMIMS Mumbai	A	2 Year
B.COM	Mumbai University	52%	2016
H.S.C.	Balbharti Colg	68%	2014
S.S.C.	Aspee Nutan Vidhya Mandir High School	70%	2010

Additional Qualification:

MS-CIT, Tally Advance ERP9, Learning Advance Tally ERP9 with GST, Advance Excel, Photoshop, illustrator.

Personal Details:

Date of Birth: 16 September,1994
Marital Status: Unmarried.
Linguistic Proficiency: English, Hindi, Gujrati.

Interest:

- * Writing, Cooking, Listening to music, Painting.

