**Gauri Sharma**

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| **Permanent Address** | : | 1660 Ranikhet Mathura  |
|  |  | Uttar Pradesh (281001) |
| **Current Address** | : | B-295 Chattarpur Enclave,  |
|  |  | Phase 2, New Delhi (110074) |
| **Mobile** | : | +91-9899523079 |
| **Email** | : | gauri.sharma1216@gmail.com |
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| **EXECUTIVE DIGEST** |
| * Commerce Graduate, qualified professional with experience in the following areas:
* Accounts Payable
* Supplier and Bank Reconciliation
* Reporting
* Payments
* Treasury
* Month end Reporting
* Cash Forecasting
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| **EXPERIENCE Total – 6 Years**  |
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| **BRITISH TELECOM Duration- Mar’16-Aug’19** |

**Profile : Finance Professional****Roles and Responsibility-** * Ensure delivery of Treasury service standards and performance metrics as agreed by engaging with various teams (Eg. Payables, Suppliers, Third Party)
* Understand the Treasury Process (Cash Forecasting, Supplier Reconciliation,payments file processing, etc) including the dependency and impact on other processes.
* Preparing the Cash Forecasting on weekly basis and publish it to the UK Treasury Team.
* Ensure all transactions are executed accurately and in a timely manner
* Initiating and validating Urgent Payments
* Validation of all payments in Banking Portal and accounting system
* Overall responsibility of processing manual payments as Chaps, International, Bacs and Transfers in Banking Portal and Internal tool Cobra
* Close monitoring of the Functional Mailbox to ensure timely and accurate processing.
* Ensure no SOX failures and provide appropriate support to enable statutory & other audit requirements.
* Ensure all open items in reconciliations and all dependency related items adequately followed up and escalated for closure in a timely basis
* Develop a positive working relationship with country finance teams
* Be a Team Player in engaging with the team so that there is standard process understanding across the team
* Participate in implementation of process improvements / adhocs.
* Support ad-hoc work during the month for specific issues that are identified by the BT team
* Ensure Business Continuity Plan is understood and ability to perform all assigned BCP activities.
* Providing assistance to the Leads in Internal and External audits
* All Suppliers Reconciliation on Periodical Basis. Follow up & coordination with Vendors for payments & Services
* Reviewing the aged creditors report on a monthly basis
* Ensuring all new processes are documented and maintained in DTP / SOP.
* Domain knowledge in the field of Accounts Payable, Cash Forecasting, Supplier Reconciliation and month end closing reporting of the account
* Handling CRM
* Preparing monthly KPI (POT, Retro PO and SLA Miss Report)

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| **GENPACT Duration-2 Years 7 Months** |

**Profile : Process Developer****Roles and Responsibility-** * Invoice Processing.
* Ensure all the incoming invoices are processed in system on time without any failure of TAT
* Assisting the lead in the SOX Audit
* Updating the Dashboard on weekly basis
* Handling Remedies.
* Perform Quality checks.
* Preparing COMCELL and discussing with European clients.
* Handling the functional mailbox of the respective process
* Ensure all the SOP’s are updated on time without any failure
* Impart training to new employees regarding the process and SAP.
* Execute Evaluated Receipt Settlement (ERS) of different markets.
* Execute Travel and Expense report on daily basis
* Handling exceptions on daily basis.

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| ACHIEVEMENTS: |
| * Travel to Hyderabad for UK Task Force Project for two months from Genpact.
* Received Star Award within 8 months
* Received Bronze Award within 6 months.
* Lean Certified within one year.
* Received R&R three times for good work
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| **EDUCATIONAL QUALIFICATIONS** |
| Course | Institution | University | Year | Score |
| Pursuing MBA | Welingkar Institute of Management | Welingkar University | 2018-2020 |  |
| B.Com(E-Com) | Rajiv Academy for Technology and Management | Agra University | 2008-2011 | 83.40% |
| Intermediate | Ramanlal Shorawala Public School | CBSE | 2008 | 74% |
| High School | Ramanlal Shorawala Public School | CBSE | 2006 | 72% |

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| **COMPUTER PROFICIENCY** |
| * Proficiency in **MS office**
	+ MS Excel
	+ MS Word
	+ MS Power Point
	+ MS Outlook
* Proficient in handling different Software.
* Can work on different Operating System.
* Decent Typing Speed.
* Well equipped with knowledge of Internet.
* Experience to work on **SAP** and **Oracle** Application.
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| **EXTRA CURRICULAR ACTIVITIES** |
| * Runner UP in Swimming Competition at District Level.
* Participated in Dance Competition at District Level.
* Participated in various Quiz Competition at School Level.
* Second Runner-Up in Taekwondo at District Level.
* Participated in various Sports at School Level.
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| **KEY SKILLS** |
| * Passionate to learn new things
* Proactive Attitude
* Good analytical ability
* Can adapt changes according to the need to situation
* Diligence
* Excellent interpersonal, communication and organizational skills with proven abilities in team management and customer relationship management
* A Good team player
* Work to the best of my capability when under pressure
* Quick learner
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| **PERSONAL DETAILS** |
| Father’s Name | Mr. Subhash Chand Sharma |
| Mother’s Name | Mrs. Mamta Sharma |
| Date of Birth | 16th December 1990 |
| Marital Status | Married |
| Nationality | Indian |
| Language Known (RWS) | English and Hindi |

# Declaration

 I hereby declare that the above mentioned all the information true to the best of my knowledge**.**

**(GAURI SHARMA)**