**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**](mailto:rahul.rastogii2307@gmail.com) | : | [gauri.sharma1216@gmail.com](mailto: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** |
| |  | | --- | | **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)  |  | | --- | | **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.  |  | | --- | | 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)**