



RANJNA KANOJIA

SENIOR FINANCE
EXECUTIVE

Contact

Address

Clock Tower ,Subzi Mandi,
Delhi 110007

Phone

+91 9582997105

E-mail

ranjna2385@gmail.com

Skills

MS OFFICE (Word, Excel)

EPROMPT SOFTWARE FOR
AIR TICKETING AND
ACCOUITING

Tally Erp

Languages

English, Hindi

Finance & Accounting Sincere & diligent professional with an experience of 7 years 07 month currently spearheading as an Accountant. Equipped with the knack of financial management, along with the practical experience in the analysis and accounting for Business to ensure organizational growth & Process excellence. Demonstrated expertise in Accounts Payables and Receivables. Expertise in formulating and implementing the Accounting Procedures, Accounting Standards and Principles, and Statutory Enactments with the ability to relate theory with practice. Profile Professional experiences in Accounts Receivables, Billing, Payment collections and Reconciliations. Dynamic and accomplished professional with extensive experience in Accounts Payables (Invoice Processing Vendor Management& Disbursement Activities). Deal with customer services through phone calls and email.

Work History

2015-08 -

Accountant

Current

Goldenwings Tours Pvt Ltd

- Accounts Receivables (Billing)
- Preparation of bills in Tally Software (ERP – 9), XL software and ePrompt software for ticketing and packages
- Payment collection and follow up with customer for issued bill
- Reconciliations of Customer statement with payment received
- Interacting with clients through e-mails and conference calls to review and resolve billing related queries
- Petty cash
- Accounts Payable
- Preparation & Process of Purchase Journal Entries
- Communicating with the business (email/call) and follow up with the business/supplier to get resolutions
- Performing Payment Proposal/Cash Disbursement and Payment Run as per the Agreed Calendar
- Vendor Reconciliation
- Other Responsibilities:
- Monthly reconciliation of Bank Accounts, Debtors & Creditors Accounts
- Settlement of Supplier Claims & computation of

TDS from payments made to contractors, Rent & Professional etc

- Filing of Challan to Deposit TDS ,TCS , EPF ,ESI & TDS return etc
- GSTR2A vs GSTR3B Reconciliation
- Preparing vouchers, records of Staff allowances
- Passing the hotel bills with our contracted tariff & payment to the vendors
- Sales closing for operation files on monthly basis
- Funds transferred to vendors through netbanking
- Preparing the weekly dashboard and sharing with management
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.

Education

2014	MBA: Operations <i>Sikkim Manipal University</i>
2007	B.A. <i>Satyawati Non College - Delhi</i>
2003	Secondary (Class XII) <i>CBSE Board</i>
2001	X <i>CBSE Board</i>

Personal Details

Father's Name: Sh.Subhash Chand

Marital Status: Unmarried