

Curriculum Vitae

DIVYA RATRA

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Why Me

- I am habitual of doing my work on time.
- I believe in end-result.
- I am always up for learning new things.
- I can perform individually with minimal supervision.

EXPERIENCE

Currently, I am working with Sai Auto Components Pvt Ltd as an Account Executive from 2022 to till now.

Responsibilities:

- Responsible for correct posting of all daily receipt via cheque or transfer.
- Investigate Misapplied payments to correct and ensure proper allocation.
- Daily download the bank statement & allocating the payment in correct customer account after matching the payment remittance.
- Preparing the excel tracker for the payment received on daily basis
- Work on different scenarios of payment allocation like applied credit, unapplied credit, unidentified credit etc.
- Chase the customer for payment remittance.
- Chase the customer for overdue payments via email.
- Clear the customer account on daily basis.
- Make outstanding reports for payments.
- Review the reconciliations and resolve the queries.
- Provide business leaders with weekly and quarterly reports on vendor payments and any invoice issues
- Reconcile vendor invoices with internal records to identify any errors or overpayments.

EXPERIENCE

I was worked with Haryana Die Caster as an Account Executive from 2020 to 2022.

Responsibilities:

- Operate data entry i.e. sale, purchase, purchase order, receipts, payments, journal etc.
- Responsible for day to day activities i.e., Bank Recon, Data entry etc.
- Prepare GST summary i.e. R1 and 3B and filed the GST returns.
- Prepare TDS summary and submit to taxation team.
- Prepare documents for audit.
- Responsible for correct posting of all daily receipt via cheque or transfer.
- Investigate Misapplied payments to correct and ensure proper allocation.
- Daily download the bank statement & allocating the payment in correct customer account after matching the payment remittance.

- Preparing the excel tracker for the payment received on daily basis
- Work on different scenarios of payment allocation like applied credit, unapplied credit, unidentified credit etc.
- Chase the customer for payment remittance.
- Chase the customer for overdue payments via email.
- Clear the customer account on daily basis.
- Make outstanding reports for payments.
- Review the reconciliations and resolve the queries.

Academic Qualification

Qualification	College/school Name	Board/University	Years
Bachelor of commerce	IGNOU University, Delhi	University Of Delhi	2022
12 th Intermediate	VM Sr. Sec. School, Faridabad	CBSE Board	2018
10 th High School	Jain Public School, Faridabad	Haryana Board	2016

Personal Strength

- Positivity, willing to learn new thing, punctuality and discipline are some of trait of my personality.

Skills

- General ledger entry and maintenance.
- Accurate Work Efficiency
- Knowledge of trade credit terms
- Awareness of cash conversion cycle
- Excel ability

Computer Proficiency

- MS Excel: Sum ifs, Subtotal, Filter, Sorting, V lookup, H lookup.
- Fluent in Internet Access.

Personal Details

Father's Name: Late.Shri Sanjay Ratra

Date of Birth: 11 October, 2000

Language Known: Hindi & English.

Address: House No-1F-49 NIT-1 Faridabad

Declaration

I hereby declare that above furnished particulars are true to best of my knowledge and belief.

Date:

DIVYA RATRA