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Professional Summary

B.Com from **Bundelkhand University, Jhansi, India** with 10 years of experience of working in diverse financial positions (Accounts Receivable and Accounts Payable) with multiple companies, I have gained an extensive insight within this field. I am proficient in various accounting software, including but not limited to, Navision Software and client portals, namely, Counsel Link, Legal Tracker, Collaborati, TyMetrix, Ascent, iptrac, Ariba, Anaqua and Baker & Mckenzie, apart from various other tax and accounting software.

My focus in Legal Billing is to optimize the functionality of ebilling systems - analyzing, verifying the ledes file and validating timekeeper rates, Uniform Task-Based Management System (UTBMS), fee and expense narratives against Outside Counsel Guidelines (OCG).

Occupational summary

Senior Analyst
RNA, Technology and IP Attorneys, Gurgaon
Duration: May 2017 till date

Responsibilities:

- Maintain all accounting voucher entry in Navision software
- Monitoring and reviewing outstanding WIP (Work In Progress) and following up with lawyers and paralegals to ensure timely billing. Tracking contingency files, closings, and other milestone billing arrangements and reporting on the status of such files to Manager, including the requirement for WIP provisions.
- Closely monitor billable and non-billable costs and performance reports
- Creating invoices in PDF, Led file format for e-billing, based on client's requirements.
- Produce timely and accurate billing for clients, including e-bills on Counsel Link, Serengeti (Legal Tracker), Collaborati, TyMetrix, Ascent, Ariba, iptrac, Anaqua and Baker & Mckenzie etc., and perform specific billing and e-billing tasks
- Preparation of monthly/ quarterly/ yearly books of accounts
- Maintain account receivable (AR) & account payable (AP) process reports for management
- Responsible for updating aging report and submitting updated reports to management on a monthly basis
- Preparing various reports and spreadsheets related to time, billing, receivables, etc. for lawyers/paralegals and/or external clients where applicable
- Reconciliation of Bank accounts, Vendors, Payable Account, TDS Receivable with 26 AS
- Tracking and making payments to Vendors on monthly basis
- Preparation and checking of Invoices, Employees claim reimbursement, Impress settlement etc.
- Maintain Petty Cash Book and reconcile unapplied and unidentified cash
- Handling Internal Audit: Store & Accounts Book and resolving queries of external auditors.
- Responsible for initial collection inquiry with external clients. Escalating billing concerns/issues to billing lawyer for direction on next steps. When necessary, cancelling and re-issuing invoices or creating credit notes in accordance with firm policies.
- Coordinate with clients regarding work in progress (WIP) estimate, outstanding invoices and invoices related queries
- Payment follow-up with clients through e-mails & responding to calls
- Balance confirmation from client on quarterly basis

- Escalate urgent problems to e-billing client relationship manager to resolve setup and submissions issues.
- Communicate with bank regarding Certificate of Foreign Inward Remittance (FIRC) and discrepancy details, Double Taxation Avoidance Agreement (DTAA)
- Maintaining and Handling of Client/Bank Agreements, Bank Guarantee, all bank transactions, e.g. depositions, withdrawals, NEFT/RTGS, salary transfer, preparing cheques, currency conversion, foreign currency, foreign payments & 15 CA & 15 CB for foreign client related issues

**Senior Accounts Executive
Inttl Advocare, Noida**

Duration: April 2014 to April 2017

Responsibilities:

- Maintain all accounting voucher entry in Tally ERP 9, Navision Software
- Preparation of monthly/ quarterly/ yearly books of accounts
- Maintain bank accounts reconciliation and reconciliation of debtors/ creditors
- Maintain petty cash book & internal audit: Store & Accounts Book
- Responsible for all accounts receivable (AR) and accounts payable (AP) processes
- Analysis the WIP data on monthly and weekly basis
- Monitoring and reviewing outstanding WIP (Work In Progress) and following up with lawyers and paralegals to ensure timely billing. Tracking contingency files, closings, and other milestone billing arrangements and reporting on the status of such files to Manager, including the requirement for WIP provisions.
- Communicate with bank regarding Certificate of Foreign Inward Remittance (FIRC) and discrepancy details
- Prepare invoices for clients on Navision Software & Counsel Link, Serengeti (Legal Tracker), Collaborati, Counsellink, TyMetrix,
- Administer all bank transactions, e.g. depositions, withdrawals, preparing cheques & foreign payments
- Responsible for TDS work

**Accounts & Audit Executive
Acreaty Management Consultant (P) Ltd., Noida**

Duration: April 2013 to April 2014

Responsibilities:

- Maintain day to day books of accounts in Tally ERP 9
- Preparation of monthly/ quarterly/ yearly books of accounts
- Reconciliation of bank accounts, sundry creditors & sundry debtors
- Recordation of day to day transactions, e.g. cash, bank, purchase, payment and receipts etc.
- Responsible for Service Tax, Tax Deducted at Source (TDS)
- Coordinating with CA and help in finalization of Accounts and Balance Sheet
- Responsible for all accounts receivable (AR) and accounts payable (AP) processes
- Responsible for communicating with client and timely payment of all vendor invoices
- Prepare invoices for clients
- Transfer salary and expenses of employees by Internet banking, NEFT & Cheque

Accounts Executive**Watermelon Management Services Pvt. Ltd, Delhi**

Duration: January 2012 to April 2013

Responsibilities:

- Maintain all accounting voucher entry in Tally 7.2
- Preparation of monthly/ quarterly/ yearly books of accounts
- Reconciliation of bank accounts
- Recordation of day to day transactions like Cash, Bank, Purchase, Payment and Receipts etc.
- Responsible for Service Tax, Employees' State Insurance Corporation (ESIC), Provident Fund (PF), PF.
- Responsible for all accounts receivable (AR) and accounts payable (AP) processes
- Ensured input and timely payment of all vendor invoices
- Prepare invoices for clients
- Administer all bank transactions, e.g. depositions, withdrawals, fund transfer

Accounts Assistant**Jha & Associates, Delhi**

Duration: August 2010 to January 2012

Responsibilities:

- Maintain all accounting voucher entry in Tally 7.2
- Responsible for bank & vendor transactions, updation of all transactions in Tally
- Preparation of monthly/ quarterly/ yearly books of accounts
- Handling statutory matters, such as invoicing, Sales Tax, Service Tax, etc.
- Responsible for all accounts receivable (AR) and accounts payable (AP) processes
- Reconciliation of bank accounts
- Responsible for Interstate Sales & Purchases Accounting, Journal, Ledger, Sales Book, Stock Ledger, Verification of Stock etc.

Academic qualification & certifications

- Bachelor of Commerce from Bundelkhand University, Jhansi (India)
- Certified course of Accounts Executive, from ICFE, Delhi (India)

IT skills

Operating Systems	:	Microsoft Dynamics Navision, Tally ERP 9, 7.2
Word Processors	:	Microsoft Word
Spreadsheets	:	Microsoft Excel
Graphics	:	Microsoft PowerPoint
Communication	:	Microsoft Outlook
Accounting	:	Tally, Navision, Counsel Link, Legal Tracker, Collaborati, TyMetrix, Ascent, Ariba, and Baker & Mckenzie

Personal skills

- Flexibility to work overtime during peak billing periods.
- Ability to focus on details and follow-through on commitments
- Working knowledge of the billing process and other general accounting procedures
- Able to prioritize and multi-task particularly when working under pressure and tight deadline