

# Sonam Gupta

Master of Business Administration

Ph: +91-7032103924  
Alt Ph: +91-7702341190  
E-mail: sonamgupta998@gmail.com

## Objective

Enterprising, Hard Working and Technically skilled person known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. Seeking a good position in a dynamic professional organization with challenging work environment that suits my educational qualifications and experience and at the same time which allows rapid growth with the organization.

## Work Experience

### 1. Mitsui OSK Lines India Pvt. Ltd Designation: Executive

5<sup>th</sup> June 2017 to 30<sup>th</sup> Sept 2019

MOL (Mitsui O.S.K. Lines, Ltd.) is a Japanese company's whose main area of operations is in international shipping. Its alligator can be seen on containers in ports all around the world.

MOL (Mitsui O.S.K. Lines) was founded in 1884, following the merger of Osaka, Shosen and Kaisha. Recently its Liner business merged with K Lines shipping and NYK Lines as Ocean Network Express (ONE).

**Skill:** - Finance and Account Preparation, Rating and Bank Reconciliation, Cash Book, GL, Bill Payable & Receivable, Invoice Processing & Payment, Correction, Indexing.

### Job Profile:

- Performed all accounting feature, including journal entries, bank reconciliation, GL, bill payable & receivable.
- Post and process journal entries to ensure all business transactions are recorded.
- Create Purchase Orders.
- Invoice / payment requests verification, coding and processing. Matches invoices to purchase orders (PO).
- Reconcile and resolve any discrepancies.
- Update accounts receivable and issue invoices.
- Prepare and submit Freight revenue, over payment and suspense reports.
- Continuously follow-up with Front Office till GSA Reports Approval and meet SLA'S.
- Verifying expense and credit limit reports of customer within TAT.
- Reviewing and analyzing all business contracts.
- Communicate with Agents, Operator, and Front office (PIC'S) for any query related activities.
- Answers vendor and client inquiries over phone and email.
- Solving day to day queries and coordinates with corresponding offices.
- Responsible to generate reports for all Liner Revenue items.

- For non-liner payables input under cost codes and give complete shipment details.

**2. India Infoline Finance Ltd. (NBFC )**  
**Designation: Senior Officer**

**27 January 2015 to 4<sup>th</sup> June 2017**

**Job Profile:**

- Providing Gold Loan & Home Loan.
- Increasing company sales volume and looking after customer complaints
- Managing & controlling overall branch operations.
- Managing cost of branch as per company profit.
- Handling of Cash and Gold.
- Checking of KYC documents.

**EDUCATION**

Qualification	University/Board	School/College	Academic Year	Percentage	Remarks
MBA (Finance)	Jiwaji University,	PIMG, Gwalior	2013-15	76%	
BCA	Jiwaji University, Gwalior(M.P.)	RASS-JB College, Datia(M.P.)	2009-12	76%	Topper in the college
Class XII	Madhya Pradesh Board of Secondary Education	Saraswati Vidhya Mandir, Datia(M.P.)	2008-09	80%	
Class X	Madhya Pradesh Board of Secondary Education	Saraswati Vidhya Mandir, Datia(M.P.)	2006-07	91%	Topper in the district

**Technology Summary**

- MS-Word, Advance Excel, Macro, Power Point.
- Tally.ERP 9

**Academic Achievements**

- I was the topper of my district in class X board examination.
- I have received the scholarship from Madhya Pradesh government in class X.
- I was the topper of my college in my BCA degree.

**Personal Data**

**DOB** : 22<sup>nd</sup> September 1991  
**Gender** : Female  
**Nationality** : Indian

**Language Known:** Hindi, English  
**Father Name** : Mr. Nathuram Gupta  
**Address** : Flat no 203, Silpa Nivas Apartment, Kondapur  
Hyderabad, Telangana – 500084

## **Declaration**

I hereby declare that the information given above is correct to the best of my knowledge.

Date: 01/11/2020

Place: Hyderabad

SONAM GUPTA