



DEEPALI VARSHNEY

Mobile: +91-7065143049/**E-Mail:** varshneykomal900@gmail.com

SEEKING CAREER IN OPERATIONS & MANAGEMENT

Summary

- Having 2.5 Year's(App) Experience in Operations & Management Profile. Willing to work in a competitive working environment by accepting challenges of the new technology.
- To be associated with a progressive organization which poses a challenging and innovative career making the best of my knowledge and thus giving me scope to update my knowledge and skills.
- Possess exceptional team spirit helping in easy achievement of the organizational& personal goals.

Technical Skills

- TCS ERP
- ERP Version VI.I.3
- MS Office
- MS Word
- Ms Excel
- MS Outlook Express
- Proficient in Internet Usage for Research Activities and Data Collection

ORGANISATIONAL EXPERIENCE

Company Name: STATCON ENERGIAA PVT.LTD

Designation : Excecutive – Finance & Accounts

Period : June 2019 to till date

My responsibilities:

- ✓ Ensure timely collection of Accounts Receivables
- ✓ Follow up / call customers for Overdue AR and send reminder E-Mails
- ✓ Providing Ledgers to the customers and reconcile any discrepancies related to invoices or payments
- ✓ File and maintain a record of various financial supporting documents sent and received by the organization for reconciliation purposes.
- ✓ Communication with customers via phone, mail
- ✓ Assist with month-end closing
- ✓ Recording daily payments
- ✓ Preparing weekly AR aging reports and other MIS reports as assigned
- ✓ Prepare accurate monthly billing adjustments.
- ✓ Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.
- ✓ Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- ✓ To Give Approval on (Sales Order), Approve Files to Invoicing.
- ✓ Updating data, Sales Invoice Register, Payment and arranging required documents.
- ✓ Vendor Registration.
- ✓ Accounts Receivables, Cash Register, Bank Register, Receipt Register, Pending Payment, Orders In Hand, Pending For Approval, Documentations.

Company Name : STH INFRATECH PVT.LTD

Designation : Project Co-ordinator

Period : MARCH 2018 TO MARCH 2019

My responsibilities:-

- ✓ Handling Customer's queries related to Projects demand, due payment.
- ✓ Following up on task and make sure that they are done to required standard.
- ✓ Coordination with team members & inter Dept. team members.
- ✓ Assisting to reporting manager in project management.

- ✓ Maintains executive appointment schedule by planning and scheduling meeting and conference.
- ✓ Coordinating with auditors, accounts team, architect team, & legal team for finalizing the registry of customers in all projects.
- ✓ Payment receipt, Due payment

ACADEMIC CREDENTIALS

M.Com.

M.J.P Rohilkhand University (Bareilly) – 2018

B.Com.

M.J.P Rohilkhand University (Bareilly) – 2016

PERSONAL DOSSIER

Spouse's Name : MayankDeep

Date of birth : 07 May 1996

Language : Hindi & English

Nationality : Indian

Marital status : Married

Date...19.11.20.....

Place...Noida....

Signature...Deepali.....