

Chetna Jitendra Redij

Contact No: 9769924408/8591152906 | Email: suchu1987@rediffmail.com

Objective:

A dynamic and self-motivated professional with 10 years of experience in Sales, Purchasing, and Accounts. Seeking an Accounts Payable position within a reputable organization, I aim to leverage my strong analytical and problem-solving skills, along with my proven track record of meeting deadlines and managing reports, to enhance financial efficiency and contribute to the success of the team.

Summary:

Detail-oriented and organized professional with 7 years of expertise in managing accounting transactions, account reconciliation, and financial reporting. Highly proficient in vendor management, invoice processing, and budget handling. Skilled in data analysis, ensuring accuracy in financial statements, and adept at responding to financial inquiries through comprehensive analysis and interpretation.

Work Experience:

Currently Working as System Analyst at VDA Infosolutions on behalf of HDFC Bank. (From Sept'23 To Till date)

- Oversee and manage team members, ensuring smooth onboarding and training processes.
- Coordinate with vendors for open positions and manage the employee database.
- Prepare weekly/monthly dashboards, PowerPoint presentations, and MIS reports.
- Update daily budget files, including invoices, POs, and Financial Purchase Notifications (FPN).
- Conduct monthly reviews for capitalization opportunities and PO vs. payment files.
- Address invoice-related queries and ensure timely resolutions.
- Processing the payment to the invoices post verifying the Pos and approvals.

CUSTOMER EXPERIENCE EXECUTIVE

HDFC Bank (From March'23 to Sept'23)

- Assisted walk-in customers with queries related to bank products and services.
- Maintaining stock details & Delivery registers. Ensure proper record of stock of deliverables & customers documents. Effective migration of customers from physical mode to Digital Platform.
- Promoted cross-selling of banking products based on customer needs.
- Ensured compliance with KYC and customer identification protocols.
- Processed and maintained records of FD/RD bookings and stock deliveries.
- Achieved sales targets and generated leads for the branch.

Accounts & Operations Manager

4 Squares Corporation (From July 22 to Feb 23)

- Managed purchase orders, quotations, and sales invoicing.
- Processed accounts payable and receivable, ensuring accurate and timely invoicing.
- Reconciled accounts, followed up on outstanding payments, and maintained vendor relations.
- Assisted with financial reporting, including backlog, funnel, and provision reports.
- Reconciled accounts receivable and unbilled receivables, resolving discrepancies within 2 business days.
- Raised purchase orders and communicated with clients to obtain order status details.

- Managed all accounting tasks related to processing accounts payable and receivables, including maintaining documents and Excel spreadsheets, as well as handling petty cash.
- Organized and filed deposit receipts for paid invoices, reconciled cash receipts and deposits.
- Conducted internal audits by reconciling the cash book and bank book.

Admin Clerk as well Admission Manager

D.S.P. M's Sister Nivedita School (From May'19 to June'22)

- Managed fee collection, outstanding reports, and student master generation.
- Conducted lead generation for admissions and explained procedures to prospective parents.
- Assisted with administrative tasks, including data entry, filing, and report generation.
- Responded to all admission inquiries, telephone calls, and emails, and provided timely follow-up with prospective parents.
- Prepared and submitted reports as required by management.

ACCOUNTS EXECUTIVE & ASSISTANT OF PROCUREMENT MANAGER

IMPERIAL MOTOR STORES (Nov 2008 to May 2015)

- Processed purchase and sales invoices, receipts, and payments.
- Conducted account reconciliations, including bank, vendor, and customer accounts.
- Prepared financial reports such as profit & loss statements, balance sheets, and stock aging reports.
- Preparing Sales & Purchase Reports, monthly statements by collecting data. Analyzing & investigating variances, summarizing data information.
- Assisted with internal audits, credit and debtor aging reports, and stock in transit statements.
- Prepare financial reports such as Branch and bank reconciliations every month, invoices & other documents.
- Maintaining all documents & Filing. Analyzing the order from the stock ledger of a particular branch wise. Bank, vendor customer account reconciliation.
- Preparing Stock in Transit Statement. Stock aging Report. Quantitative details of Stock & Sales.
- Helped with accounts receivable, payable & bank statement reconciliation & also involved in internal audit work.

Educational Details:

ITAA Course (Accounting Shiksha & E-tax pro) Passed with 'A' grade Period July -2021 to Nov 2021.

GDC&A – Mumbai University in Oct 2014

M.com – Mumbai University in May 2009

TECHNICAL EXPOSURE:

MS Office: Word, Typing speed 50 wpm Advance Excel PowerPoint, Outlook, Tally: ERP 9 & Prime Learning Personal Profile

Address : Dombivali (E), 421203.

Language Known: Marathi, Hindi, English.

Declaration: I hereby declare that the above-mentioned information is correct up to my knowledge & I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Mumbai

Date:

Yours Faithfully

(Chetna Jitendra Redij)

