



Ritika Malik

A result-oriented professional targeting assignments in **Accounts Receivables and Auditing** with an organization of repute in the IT Industry, preferably in NOIDA or Gurgaon.

Profile Summary

- Highly analytical Accounts Receivables professional with nearly 3 years of experience in **Accounting & Billing** Systems
- Proficient in delivering accurate and on-time monthly financial closing for Accounts Receivables functions using technologies such as **CORA, SUS, High Radius, SFDC & Excel**
- Gained exposure in **optimizing the Accounts Receivables function** by improving procedures & controls; determining root cause of issues and recommending viable improvements
- Rich experience in examining customers payment plan, credit line and coordinating the same with collection department
- Expertise in preparation of weekly internal as well client reports and other ad-hoc reports such as Daily Volume Report, Charge Back Report, Supply on the Fly Report & Allocation Report as required by the Billing Manager
- **Strong leader & team player**; excellent motivational skills to sustain forward growth momentum while motivating peak individual performance

Areas of Exposure

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|-----------------------------|-------------------------------|-----------------------------------|
| ~ Accounts Receivables | ~ Bookkeeping | ~ Billing Adjustments |
| ~ Transaction Processing | ~ Invoice Processing Research | ~ Management Reporting |
| ~ Vendor Payment Processing | ~ Documentation | ~ Client & Stakeholder Management |

Organisational Experience

Oct'18 - Present: Process Associate, Accounts Receivables, Genpact India Pvt. Ltd., NOIDA

Key Result Areas:

- Maintaining receivables' records; preparing statements, bills / invoices; processing payments; responding to customer inquiries regarding account status; reconciling expenses to general ledger
- Analyzing receivable accounts, investigating entries, and preparing for audits
- Monitoring sales ledgers to ensure accurate posting of sales invoices
- Creating open & closed reports; allocating tasks to other team members
- Communicating the approved lean idea to the clients
- Meeting accounts receivable operational standards by contributing information to strategic plans and reviews
- Implementing production, productivity, quality, and customer-service standards
- Resolving problems and identifying system improvements
- Monitoring receipt of payments against the invoices created in the accounting system and application of discounts or credits to the client's account based upon the terms of payment & invoice amount
- Preparing and posting approved credit memorandums
- Ensuring regular checks on appropriate income or revenue accounts and that accounting system accurately reflects these deposits
- Investigating circumstances of non-payment; negotiating & resolving conflicts

Highlights:

- Received 4 Bronze Awards, 2 Spot Cheer Awards and 1 Team Reward for exemplary performance for the work accomplished and the support contributed for smooth workflow
- Examined customers' payment plan, payment history credit line; coordinated the information with collection department
- Gathered information for write off accounts and sent them to collections on time
- Implemented new procedures to increase the progress and efficiency of AR roles which improved time work and aged receivables

Technical Skills

~ Tally ERP 9

~ SUS

~ Cora

~ HighRadius

~ salesforce.com

~ MS Excel (Advance features)

Internship

Apr'16 - Jun'16: Finance & Accounts Intern, National Institute of Information Technology, Ghaziabad

- Worked on advance functions of MS-Excel, techniques for Accounting & Taxation using Tally ERP 9
- Gained exposure in Bookkeeping, Financial Statements & their analysis, Corporate Finance and Management Accounting

Academic Details

Pursuing: ACCA Skill Level from Edupristine affiliated to Oxford University
2018: ACCA Knowledge Level (**Exempted**) from Edupristine affiliated to Oxford University
2016: Post Graduation in Finance and Accounts from NIIT, Ghaziabad
2013: B.Com. (H) from School of Open Learning, Delhi University
2010: 12th (CBSE) from Saraswati Balika Vidya Mandir, Hapur
2008: 10th (CBSE) from Ryan International School, Ghaziabad

Personal Details

Date of Birth: 15th August 1991 | **Languages Known:** English, Hindi

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