



# SUPRIYA

## PROFESSIONAL SUMMARY

Personal Profile Seeking new position with forward-thinking company, where I can enhance as well as utilise my skill for the growth of the company. I am always energetic and interested to learn new skills. I have experience working as part of a team and individually. To gain experience in the field of accounting and also utilise my skill, in order to increase productivity of the organisation.

## WORK EXPERIENCE

## CONTACT

- 📞 +917782029894
- ✉️ Supriyasingh3356@gmail.com
- 📍 Shapoorji Sukhobristi, Kolkata, West Bengal - 700135.

## EDUCATION

### HIGHER SECONDARY EDUCATION 2016

- DAV PUBLIC SCHOOL

### SENIOR SECONDARY EDUCATION 2018

- M.R.J.D INTER COLLEGE

### BACHELOR'S OF COMMERCE 2021

- SHRI SHIKSHAYATAN COLLEGE , KOLKATA.

## SKILLS

- Ms Office Knowledge
- Ability To Multitask
- Computer Skill
- Preparing Report
- Product Knowledge
- Teamwork and collaboration
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Hindi (Fluent)

- **TATA CONSULTANCY SERVICES. TCS** 01/2023 - PRESENT  
Associate
  - Order to Cash (OTC) Billing, Collection, Cash Application.
  - Allocation of Cash: - Applying cash against invoices using remits.
  - Chasing customer for remittance and applying it against the payment.
  - Transferring the funds from the ledger and allocating with the payments.
  - Preparing Ageing report and following up with relevant team for resolution.
  - Posting Journal Entries: - Manual & Ad hoc Entries.
  - Processing of Direct Debit payments & applying and allocating the same.
  - Posting payments from various lockboxes to the customer accounts.
  - Research and resolution for aged unidentified and unapplied cash receipts and accurate posting to customer accounts.
  - Posting Dishonour entries against Direct debit.
  - Creating Invoices: - Free text invoices created for Amex fees.
  - Identify and rectify unidentified cash and manage end to end process of cash applications.
  - Ensuring all Reconciliations have been completed and reviewing the same.
  - Updating SOP's and other process documents and getting it approved by client.
  - Utilize OTC tools and technologies like High Radius (HRC) for process enhancements.
  - Monitor and manage outstanding AR balances, identifying overdue accounts and inform the relevant team for collection.
  - Dispute resolution by raising queries from Onshore Team / Customers.
  - Identify and push for process improvement / automation wherever required.

## KEY ACHIEVEMENTS

- Received Employee of The Month Award
- Done multiple testing during migration from one EPR to another.
- Received Multiple appreciation from the clients for my accuracy and quick response.

## COMPUTER PROFICIENCY

- Well Versed with MS-OFFICE package ( Word, Advance, Excel & PowerPoint.)
- Knowledge in Tally 7.2, SAP, High Radius (HRC), MS Dynamics 365.
- General Purpose Internet Application.