

# VARNITA KATHERIA

## Contact

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## Education

- **MBA** – Symbiosis University, Pune
- **B.com (Hons)** – Delhi University

## Skill Highlights

### Technical Skills:

- **ERP Software:** Oracle, SAP (basic), Sage
- **Analytics & Reporting:** Advanced Excel, Power BI
- Dashboard Development & Reporting
- **Programming & Database:** Python, SQL
- **Design & Visualization:** Canva
- **Finance & Accounting:** Order-to-Cash (OTC), Credit note, Financial Reporting, Billing & Reconciliation

### Finance & Research

- Financial Analysis
- Equity Research
- Mutual Fund Evaluation
- Industry Trend Analysis

### Soft Skills

- Team Collaboration
- Leadership
- Client Communication
- Problem Solving
- Stakeholder Management
- Mailbox Management
- Attention to Detail

## Career Summary

Finance professional with 3.5+ years in Order-to-Cash, billing, and client management. Skilled in Oracle, SAP, Sage, Advanced Excel, SQL, and analytics. Experienced in revenue recognition, invoicing, dispute resolution, and reporting. MBA in Banking & Finance (FinTech) with strong focus on financial analysis, compliance, and process improvement.

## Work Experience

**(3.8 years)**

**Organization:** Accenture, Gurugram

**Duration:** 30 September, 2019 - 1 June, 2023

**Designation:** Senior Process Associate

**Key responsibilities:**

- Validation and invoicing as per customer billing frequency and Cancel, Rebill of invoice – Credit/Debit memo and Proforma invoice generation.
- Recognized the lack of PO on invoices (then releasing the correct invoice and resolving the issue.)
- Published reports related to client work on a daily basis.
- Handled customer disputes, credit/rebill cycles, debit/credit memos and ensured timely resolution within SLAs.
- Collaborated with US-based clients, ensuring high-quality client communication and satisfaction.

## Summer Internship:

**(2 months)**

**Organization:** Finance Veda

**Duration:** 1 April, 2024 - 31 May, 2024

**Designation:** Equity Research Intern

**Project Title:** Financial Market and Equity Research

**Key responsibilities:**

- Conducted in-depth industry analysis, company performance evaluations, and mutual fund assessments.
- Researched and analysed current news articles to stay updated on market trends and economic developments.
- Enhanced analytical and research skills through practical application of theoretical concepts in real-world financial scenarios.

## EXTRA-CURRICULARS:

- Member of Editorial Committee, Symbiosis School of Banking and Finance, 2023
- Encore Awards received towards creating Value for our Clients through Business outcomes by Accenture Company, 2021
- Encore Awards received towards creating Value for our Clients through Business outcomes by Accenture Company, 2020