**CURRICULUM VITAE**

SAPNA PATHARIA
Contact No. 7838026391
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 **CAREER OBJECTIVE**

To be integrated part of the company to utilize the experience and the education to benefit of the organization and for the growth of my career.

**JOB EXPERIENCE**

**Past Employer (Since April 2016 to December 2017)**

Company Name – Cognizant Technology Solution (CTS), Noida

Designation – Senior Process Associate

**Job Profile:**

**Accounts Receivables**

. Receiving orders from customers.

. Create invoices and dispatch the same to the customer.

. Perform bill checks to ensure invoices are correctly billed before uploading in SAP.

. Isssue credit or debit notes, if required.

. Processing incoming payments in SAP.

. Allocating customer payment in SAP

. Quality check of work assigned to team members.

. Preparation of weekly and monthly report to analyze the Pending bills, amount to be receive against invoice and their ageing.

**Past Employer (Since April 2015 to April 2016)**

Company Name - IBM India,Gurgaon

Designation - Finance Practitioner

**Job Profile:**

**Accounts Receivables**

. Taking care of customer dispute.

. Receiving orders from customers.

. Create invoices and dispatch the same to the customer.

. Perform bill checks to ensure invoices are correctly billed before uploading in SAP.

. Isssue credit or debit notes, if required.

. Processing incoming payments in SAP.

. Allocating customer payment in SAP.

**Past Employer (Since November 2013 to February 2015)**

Company Name - MyndSolution Pvt. Ltd. , Gurgaon

Designation - Account Executive

**Job Profile:**

**Accounts Payable**

. Physical Audit of Flipkart Hubs on pan India basis & prepare report

. Auditing invoices and expense reports for approval.

. Verify that transactions comply with company policies and procedures.

. Audit & Approve of Travel & Other Expenses Reimbursement of Client’s Employees

. Processed Month End closing and reports.

. Handling all telephone inquiries relating to accounts payable issues.

. Checking the accuracy of figures and calculations.

. Investigates and resolves problems associated with processing of invoices

. Preparing MIS on Daily & Monthly Basis of Travel & Other Expenses Reimbursement of

 Client’s Employees

**QUALIFICATION**
. MBA in Finance from ABES IT, Ghaziabad with 64% in 2012.
. B.Com from Delhi University as correspondence with 50.5% in 2009.
. Class 12th with commerce from Delhi Public School with 71% in 2006.
. Class 10th from Jyoti English Medium High School with 69% in 2004.

**SUMMER TRAINING**

Company Name : Northern Coal Field Ltd (NCL) , Singrauli (M.P)
Project Name : A Comparative Analysis of Cost of Jayant Project of NCL.
Project Duration: 1 Month
Objective : To compare the cost of closing months of two consecutive years to know the cost effectiveness of the concern.

**COMPUTER SKILLS**

ANIIT from NIIT, Connaught Place, Delhi
Project : Online Banking (asp.net + C#)
Client: NIIT (P) Ltd.
Role: Developer
Description: Online Banking is a Web based software. It including all details of bank customer and you can open a new account, check amount, deposit amount and deduct etc. This Software is running successfully at NIIT.

. Proficient in Ms Excel ( V-lookup, H- lookup, pivot table, sumif, countif) and access Internet services for Research.

. Tally ERP

 **EXTRA CURRICULUM ACTIVITIES**

. Won 2nd prizes in group dance in KALA competition organized by Kerala community.
. Won prizes in sports : - Kho-Kho , 100 meter race, Slow cycling.
. Got appreciation for the Project report 1 is the best project report ever in MBA batch.
. Got appreciation for punctuality, discipline & for Work performance during my job.

 **PERSONAL DETAILS**

Father's Name : Lt. M. C. Patharia
Mother's Name : Urmila Patharia
Date of Birth : 25th July 1987
Sex : Female
Languages : Hindi & English
Hobbies : Dancing, Painting
Address : B- 314, Jayant project,
Northern Coalfield Limited (NCL),

Dist - Singrauli (M.P.).