

JYOTIBIKASH PANDAB

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Summary

Finance expert with a decade of experience in diverse sectors including banking, hospitality, and corporate finance. Strong background in AR/AP management, financial reporting, and compliance, with proficiency in SAP, Navision, and Excel. Successfully managed high-volume transactions while improving internal controls and processes. Consistently achieved accurate month-end closings and maintained regulatory compliance.

Skills

- Financial reporting and analysis
- Account reconciliation and bank reconciliation
- Customer payment monitoring
- Accounts receivable and payable management
- Process improvement and compliance
- SAP | Microsoft Navision ERP | Excel | Word | Sales force
- Customer relationship Management
- Problem solving
- Month-end closing

Experience

ACCOUNT ASSOCIATE | 06/2022 - Current

GROW INDIGO PVT LTD - New Delhi

- Reviewed and reconciled daily cash and bank transactions, identifying discrepancies, and ensuring accuracy in financial reporting.
- Identified and resolved duplicate payments and transaction errors, improving financial accuracy and minimizing risk.
- Monitored customer payments, ensuring on-time processing, and accurate recording.
- Estimated and recorded Expected Credit Loss (ECL) provisions to evaluate and manage potential bad debts.
- Prepared bank reconciliation statement.
- Ensure invoices/credit notes are raised in accordance with client PO.
- Prepared monthly ageing reports for review by management.
- Handle and resolve incoming queries promptly, follow up on pending issues, and escalate unresolved matters.
- Negotiated and implemented customer payment plans, settlements, and resolutions to optimize debt recovery, and maintain positive client relationships.
- Prepared various financial reports, including the sales report, sales return provision, and collection report.
- Performed month-end reconciliations for all Accounts Receivable-related General Ledger accounts, ensuring accuracy and timely financial reporting.
- Prepared and analyzed customer discount workings every month.
- Coordinated with cross-functional teams to resolve accounting discrepancies, resulting in improved reporting accuracy and efficiency.
- Supported internal and external audits by preparing and providing the required documentation and explanations.
- Analyzed aging reports to identify overdue accounts requiring immediate attention.
- Assisted in month-end closing process, including account reconciliations, journal entries, and accruals.
- Followed up with customers via phone, email, or mail regarding outstanding invoices.

SENIOR ACCOUNTANT FINANCE AND ACCOUNTS | 02/2015 - 06/2022

STERLING HOLIDAY RESORTS LTD - Gurugram

- Handle petty cash, operational expenses, and employee reimbursements.
- Vendor reconciliation for complete and timely payments.
- Preparation of age-wise debtor statements and accounts receivable statements.
- Ensure TDS compliance with subjective invoices and process travel reimbursements as per company guidelines.
- Creditors' and debtors' reconciliation.
- Preparing provisions, prepaid expenses, and all schedules as per specified TAT.
- Address and resolve internal customer queries from Sales, Marketing, Assurance, and Head Office promptly.
- Prepare the full and final settlement of employees.
- Prepare the Bank Reconciliation Statement and inter-branch reconciliation
- Processed invoices for various departments to ensure timely payments.
- Managed vendor relationships to resolve payment discrepancies efficiently.
- Reviewed expense reports for compliance with company policies and procedures.
- Reconciled accounts payable transactions with general ledger entries regularly.
- Maintained accurate records of payments and outstanding invoices systematically.
- Reconciled vendor accounts and resolved discrepancies.

EXECUTIVE ACCOUNTS | 07/2013 - 02/2015

DEUTSCHE BANK AG - Gurugram

- Manage the Bank Reconciliation Statements of the company for all payments and receipts.
- Processing the payment to vendors as per payment terms.
- Reconcile and monitor payments to ensure that payments are up to date and resolve any discrepancies.
- Processing travel reimbursement requests.
- Matching invoices and setting them for the payments.
- Vendor reconciliation for complete and timely payments.
- Managed payment schedules to ensure timely disbursements.
- Assisted in month-end closing activities for accurate financial reporting.
- Processed high volume of vendor invoices and payments in a timely manner.

ACCOUNTS PAYABLE EXECUTIVE | 01/2012 - 07/2013

MATRIX BUSINESS SERVICES INDIA LTD - Noida

- Maintaining a petty cash book under the appropriate account head of the book.
- Creditors' and debtors' reconciliation.
- Processing data/information, keeping records, and tabulation.
- Preparation of age-wise debtor statements and accounts receivable statements.
- Reviewing invoices and checking the requests for the same to avoid any errors.
- Ensuring all invoices and staff reimbursements are paid accurately.
- Managing monthly sales closing and preparation of provision every month.
- Preparing monthly reports and assisting in month-end closing.
- Processed vendor invoices for timely payment and accurate record-keeping.
- Maintained vendor relationships to ensure smooth transaction processes and support.

Education

Bhadrak Autonomous College - Odisha | B. COM (HONS)

Bhadrak Junior College - Odisha | 12TH CHSE Board