



## SONALI DUBEY

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### OBJECTIVE

A competent and independent worker with 1+ year of experience in the accounts receivable and contracts department and its functions seeking opportunities to learn and grow my career in a high-level professional environment while utilising my skills and knowledge to the maximum.

### SKILLS

- Technical skills include operating systems(Microsoft Windows/XP, vista and office package includes- PowerPoint presentation, word, excel etc.
- Soft skills include great communication, teamwork, adaptability, problem-solving and creativity skills.

## EXPERIENCE

### Toshniwal Industries Private Limited Accounts Receivable and Contracts Executive

February 2021 - Present

- Monitoring and verifying incoming payments (as per the credit terms and advance against PI and PO).
- Sending payments to accounts and chase-down unpaid invoices.
- Day-to-day duties include issuing bill reminders, following up with the customers, recording payments using accounting software and doing customer clearance review.
- Ensuring the organization receives due payment within the time limit for the services offered or goods sold to customers or as per the agreed term of the purchase order.
- Ensuring the recovery of tender bidding fees, EMD and security deposits.
- Furnishing different types of bank guarantees.
- Knowledge of national and international inco and delivery terms.
- Working on e-discounting platforms in India that we can opt for to liquidate the invoices (Receivables Exchange of India Ltd (RXIL), Invoice mart, M1 TREDS).
- Documentation (including invoice uploadation on portals like GEM, NTPC, IREPS, AM/NS, IGL, Tata steel portal).
- Maintaining monthly cash flow.
- Excellent communication skills utilized in resolving customer queries.
- Sound knowledge of collection and claims procedures.
- Attention to detail and organizational skills evident in the preparation of accurate weekly and monthly reports within tight deadlines.
- Good understanding of general accounting procedures.
- Experience in managing over 200 customer accounts.
- Knowledge of preparing customers' statements, bills, and other payment processing documents.

## EDUCATION

### Indira Gandhi National Open University MBA

2022-2024

Grades - Pursuing

### Sophia Girls College, Ajmer Bachelor's degree in Commerce

2016-2019

Grades - 62%

### DAV Centenary Public School, Ajmer 10+2

2015-2016

Grades - 58%

### DAV Centenary Public School, Ajmer Matriculation

2013-2014

Grades - 7.4 CGPA

## CERTIFICATIONS

### Digital Marketing

- Search Engine Optimization.
- Communication Skills.
- Search Engine Marketing.
- Attention to Detail.
- Copywriting & Copyediting.
- Problem Solving.
- Email Marketing.
- Collaboration Skills.

### Forensic Accounting

- Understanding the nuances of forensic accounting.
- Effectively make use of the knowledge for preventing, detecting, investigating and reporting financial frauds.