**SushmaVerma**

**B-303 Snowberry Tower,**

**Greenarch Sec – Techzone 4**

**Greater Noida (West) UP**

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**Assignment in EA, Finance, Back Office, Operations & Customer Service with a leading organizations**

**Key skills:**

Finance Executive; Office Administration; Executive Assistant; Data Entry; MIS Executive; Google workspace; ERP

**Total years of Experience: 10+years**

**Current location: Noida**

**Skills and Work Experience**

Presently working with **Aster Public School Greater Noida West.** As **Accountant**  **cum Sr. Administrative Assistant** from April’2018 – Till date.

**Skills include:**

* Working on ERP software – Campus Care
* Collection of fees ensuring parent reliability/satisfaction
* Checking and reverting of emails and reverting/resolution of queries of parent and internal department
* Payroll of 500 employees- maintaining employees data like registering on software, PF and ESI details
* Student Defaulter calling – Calling to parents for reminding for fees if they not submitted during deadline and ask them to deposit fees
* Reconciliation of fees cheques, bank transfer of fees with bank statement
* Scrutiny of fees with cash, cheque, bank transfer and visa card
* Voucher entries (financial accounting)- cash entries, general entries- reconciliation of general ledgers
* Maintaining petty cash – at the end of day reconcile cash and maintaining reports on daily basis
* Sale of admission forms and maintaining mis on daily basis
* Filling of student details of admission on erp software – maintaining student data on erp software making mis on daily, quarterly and annually basis.
* Transport entries- up keep of student transport data being ensure to collection of fees on the basis of transportation on regular basis
* Coordination with teachers – resolving queries of teachers any kind of information being asked by teachers and parent queries inconcerned with follow up with teachers
* Follow up of collection of fees
* Disbursement of salaries of employees
* Opening of new bank account of employees in coordination with bank

Worked with **Priyansh Associates (C.A. Firm)**as **Administrative Executive** from July’2016 – March’2018 New Delhi

**Skills include:**

* Providing all aspects of administrative support to the management
* Travel Booking, Maintaining daily Diary, Scheduling of appointments
* Handling all the incoming calls and direct the same to the concerned person as required.
* Performing office administrative duties including conference room scheduling, mail delivery and receipt and ordering supplies.
* Liaisioning with bankers and clients regarding financial transactions, manage client accounts generating weekly reports
* assisting to colleagues in preparing company accounts and tax returns (clients)
* manage client accounts generating weekly reports
* Interaction with onsite and keeping agendas and minutes, and other administrative support tasks as assigned.
* Sets up and maintains files, materials, information, schedules and related data.
* Maintains calendars, contact databases and appointments.

Worked with **Eros Group.** As **Executive Assistant** to President (Projects) fromJanuary’2008 – March’2012

**Skills include:**

* Travel & Hotel reservation, Maintaining daily Diary, Scheduling of appointments, Assisting President in day-to-day activities, Handling couriers, Bill payment, Attend Telephone calls & House Keeping Management, Coordination with vender's & customers.
* Handling Room bookings for conference & meetings, maintaining leave, attendance, and
* Preparation of presentations, Arrangements for Employee’s birthday, anniversary and any other significant, Events Coordination.
* Teaming up with other internal departments like Finance, HR for smoother functions
* Organizing conferences & team get-together
* Event management & Calendar management
* Assisting the HR team, Finance Manager

Worked with **Fena P. Ltd, New Delhi**As**Executive Assistant** to Head - Sales & Marketingfrom June’2006 – December’2007

**Skills include:**

Ms Office & internet, Ms Outlook, Attending Incoming Calls, Taking Dictation, Assisting him in his work, Hotel & Travel Booking, Monthly Sales Projection Report, Monthly Production Requirement Plan, Monthly Sales Broad Review, Filing, Inward – Outward Correspondence, Coordinate with the Customer Care (Sales) team, Maintaining Daily SMS sheet and Monthly JC calendar of Co. , Schemes (Policy Authorization Procedure System).

**Education**

* **Post-Graduation in Finance from Amity University, New Delhi Year’ 2009 with A grade**
* **M.Com in Finance from Himachal University, New Delhi Year’ 2006 with A grade**
* **B.Com (Pass) from Delhi University in 2004 with B+ grade**
* **Intermediate from CBSE in 2001 with A grade**
* **High school from CBSE in 1999 with A grade**

**Other Qualification/Diploma:**

### One year Secretarial Practice Course from YWCA, New Delhi – 2002

**Course Contents**: Shorthand 60 wpm, Typing 40 wpm, Business Correspondence, Office Procedure, Personality Development

### One year Computer course from Tata Infotech, New Delhi - 2002

**Course Contents**: Ms Office- Msword, Excel, PowerPoint, Internet, Busy 3.0, Tally Erp

**STRENGTHS**

Ability to work independently with minimum guidance.

Good co-ordination with team members

Sincere and dedicated towards area of work

Good understanding with others

**Objective**

To set high standards in the industry by utilizing knowledge and experience to scale greater heights of success and to work with integrity, sincerity, independence under conductive working environment and evaluated properly at the satisfaction of the organization.

Personal Details:

Husband’s Name : Mr. Vinay Verma

Date of Birth : 20th September 1983

Marital status : Married

Language Proficiency : Hindi, English

**Date/ Place: SUSHMA**