

Neha Pandey

**Address: C-22 ,Z-2 Dilshad Garden Near Jhilmil Metro Station
New Delhi - 110095
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Objective: To work in an organization that has a highly dedicated & professional environment and to enhance my career.

Summary:

A competent Master degree with M.Com.

Good exposure to the back office profile with work experience in the field of Finance and Banking.

Possesses skills in financial operation, administration, preparing report and facilitating effective decision-making.

Excellent interpersonal, communication and analytical skills.

Interpreting financial data of company for ensuring that the financial information is presented clearly, consistently and on time.

Performing better team player in my company.

MIS & Documentation:

Evaluating and adapting systems for smooth functioning of various operations across the organization and designing and implementing the same in clients with management to facilitate internal financial control.

EMPLOYMENT SCAN :

Company : Elite Wealth Advisors Ltd.

Designation : Accounts Executive

Joining Date : 6 June 2015 to 10 May 2017

Location : Delhi NCR

Duties & Responsibility:

- Bank Reconciliation Making Payout to vendors
- Accounting of Vouchers and basic accounting
- Making Payout for clients
- Handling Cash
- Making MIS Reports
- Handling accounting software like Shilpi and Tally and Capex
- Passing entry for local cheques

Professional Experience:

Working Nirmal Bang Securities (Back office Executive) 15 May2017 - 5 March2018

Resolving customer requests & complaints.

Giving training to new joiners.

Controlling back office, preparing daily reports, Updating Reporting manager all day to day activities, controlling/tracking all documents and keeping logs of all data.

Cheques entry in software.

Handling accounting and finance tasks.

Supporting sales staff in handling and documenting customer's accounts.

Processing Kyc Trading & Dp both .

Solve Customer query all trading and dp related .

Currently Working Prabhudas Lilladher Pvt. Ltd (1 March 2018)

- Prepared monthly Performance Status Reports.
- Collated, analyzed and documented company's quarterly and half yearly performance details.
- Generated, maintained and analyzed Sales, Quality and Client Service reports.
- Reviewed history of current reporting.
- Monitored implementation of MIS processes and evaluated their effectiveness.
- Coordination with Head office & Franchise
- Maintained the daily transactions data in the excel sheets
- Prepared daily / weekly reports for different departments as per their standard formats
- Answered to the daily query / complaint mails by customers, follow up pending document kyc related.
- Mailed the head office and other area offices for co-ordination in the processes
- Updated the report formats as per the instructions from the higher management
- And all operations related works of the organization.
- Kyc processing offline and online both.
- Check pay in settlement or payout.
- Process branch vendors all bills.
- Document updation trading & dp tracking all docs daily basis.
- Coordination with client and franchises any query of back office.
- Punch cheque entry in back office or process payout.
- Processes dis slip or share certificates.
- Provide back office training branch & Franchise .

Academic & Professional Credentials :

<i>Degree/Course</i>	<i>Institute/Board</i>	<i>University/Board</i>
M.Com	KUMAUN UNIVERSITY NAINITAL	KUMAUN UNIVERSITY NAINITAL
B.com	KUMAUN UNIVERSITY NAINITAL	KUMAUN UNIVERSITY NAINITAL
Intermediate	G.I.C KARANPUR RAMNAGAR	UTTRAKHAND BOARD
High-School	J.M.H.S RAMNAGAR	UTTRAKHAND BOARD

Personal Dossier :

Father Name:	Late. Shri D.C Pandey
Mother Name:	Mrs. Prema Pandey
Date of Birth	20-Feb-1992
Religion	Hindu
Languages Known	English & Hindi

Date:

Sign: (Neha Pandey)