

Results-oriented finance and technology professional with expertise in revenue assurance, financial automation, and data analytics. Proven ability to design AI-based systems, automate financial processes, and deliver data-driven insights to support strategic decisions. Skilled in Google AI Studio, n8n, Firebase, Python, Power BI, and SQL for automation, reporting, and financial optimization.

SKILLS

- Revenue Assurance
- Credit Control
- Tally ERP
- SQL (MySQL)
- Data Visualisation
- Busy
- Google Ai Studio
- Financial Reporting
- Financial Analysis
- Data Cleaning
- Python (Pandas, Matplotlib)
- Google Sheets
- Visual Studio
- n8n (Workflow Automation)
- Reconciliation
- MIS Reporting
- Power BI
- Advanced Excel
- Zoho CRM
- Jupyter Notebook
- Firebase Studio

EXPERIENCE

MANAGER -REVENUE ASSURANCE at Sunstone Eduversity, Gurugram

Feb 2023 – Present

- Conducting reconciliations with clients to ensure accurate collections and parables, and resolving any discrepancies.
- Issue invoices to clients, track timely collections, and ensure there are no doubtful debts.
- Conducted daily reconciliations of payment gateway transactions using Python scripts, streamlining manual processes into summarized reports.
- Fetched and extracted data from MySQL databases based on specific requirements.
- Initiate and manage the opening of escrow accounts or current accounts with standing instructions, fostering seamless financial transactions.
- Performed bi-monthly updates in Tally for revenue received, payouts, and collections, ensuring accurate and up-to-date financial records.
- Prepared structured Excel reports to track monthly revenue, including collections by campus, payouts, and buffer funds, providing clear insights for improved financial planning.
- Responsible for drafting new client agreements, tracking existing contracts, and preparing reconciliations in accordance with agreed terms and conditions.
- Maintain GST working files and invoice trackers to calculate applicable tax amounts, ensuring correct GST application on all relevant transactions.
- Perform ad hoc tasks as required.
- Coordinate cross-functional teams to discuss discrepancies using SQL queries and streamline processes.

CREDIT CONTROL EXECUTIVE at LocoNav India Pvt ltd

Apr 2021 – Feb 2023

- Applied proper codes to invoices, files, and receipts to keep records organised and easily searchable.
- Prepared vendor invoices and processed incoming payments on Zoho.
- Prepare suspense clearance reports daily.
- Prepared various reports such as Outstanding, Debtor, and suspense for crucial decision making.
- Processing Sales Order entries and verifying documentation in ZOHO.
- Keeping track of all payments, invoices, and other relevant documents.
- Taking care of TDS data received quarterly and providing invoices against them to adjust the same.

- Coordinate with the internal team on a daily basis regarding suspense and payments clearance.
- Tracked business revenue, expenditures, and reconciled accounts to maintain high accuracy

Finance Executive at TRPC Services Pvt. Ltd, Gurgaon

Dec 2018 – Jan 2021

- Exclusively handling 401K plans & assessing financial analysis of client's contributions toward the plan.
- Processing the Investments Entries in Software -(Trust Me).
- Preparation and generating reports of Financial Statements.
- Updation of market values of the securities at the end of every year.
- Handling issues/grievances of clients through Portal Regarding any Issue in statements or any transaction.
- Knowledge of working on Platform plans importing for retirement Plan engaged participant in Relius software.
- Settle off Prior year Contribution Receivables for the participant in the next year.
- Settle off Prior Adjustment A/R and activities of Loan issuance for participants.
- Update client's dashboard, handling queries from participants through mail based on payment issues.
- Coordinate regularly with superiors & peers for work status, issues, projections, assumptions and suggestion for process improvement.
- Responsible for Reconciliation of accounts for client's investment activity, detect the error through duplicity of entries.

EDUCATION

MBA/PGDM : Finance, 2022

Narsee Monjee Institute Of Management Studies

B.Com, 2019

Delhi University, Gurugram

CERTIFICATIONS

Tally ERP 9

Advanced Excel

Data Analysis with Python (LinkedIn Certificate)

MySQL

Python

Projects

Automated Payment Gateway Reconciliation

- Automated daily reconciliation of payment gateway transactions using Python scripts reduces manual effort and improves data accuracy

Receipt Validation & Payment Verification App | Google AI Studio · Firebase · n8n · Netlify

- Built an AI-powered app for automated receipt validation and payment verification.
- Integrated n8n workflows to check payment data from bank sheets and send webhook responses.
- Configured Firebase backend and deployed the app on Netlify, reducing manual work by 50%.