

## SANDHYA

Mangolpuri, Delhi – 110083 | 9650731747 | sandhya2811999@gmail.com

### Professional Summary

Detail-oriented Accounting Professional with **8 years of experience** in financial operations, billing, and account management. Skilled in **GST & TDS filing, ledger reconciliation, payment processing**, and maintaining accurate financial records. Proficient in **CRM systems and MS Excel**, with strong organizational and compliance skills.

### Professional Experience

#### **Junior Accountant**

Glossy Colors & Paints Pvt. Ltd. (J.P. Enterprises) |

June 2024 – Present

- Managed voucher entries and bank transactions
- Performed ledger reconciliation and maintained financial records
- Filed GST and TDS returns
- Maintained cash book and monitored daily transactions
- Processed payments via cheque, NEFT, and RTGS
- Issued debit and credit notes
- Handled email communication and assisted senior accountants

#### **Junior Accountant**

Pasco Automobiles (Nexa) |

Sep 2023 – May 2024

- Handled voucher entries, bank entries, and ledger reconciliation
- Maintained cash book and processed payments
- Managed customer refund processes
- Maintained records and handled email communication
- Supported senior accounting staff

#### **Billing Executive**

F1 Info Solutions & Services Pvt. Ltd. (Samsung) |

Oct 2021 – Aug 2023

- Generated invoices and maintained billing records
- Verified data to ensure billing accuracy
- Monitored incoming payments and followed up on outstanding invoices
- Prepared daily, weekly, and monthly financial reports

### Education

- Bachelor of Arts (BA) – Indira Gandhi National Open University (IGNOU), 2020
- Senior Secondary (12th), CBSE Board – 2015
- Secondary (10th), CBSE Board – 2013

### Soft / Interpersonal Skills

- Time Management & Deadline Orientation
- Effective Communication (Emails, Client Calls)
- Problem-Solving & Analytical Thinking
- Team Collaboration & Coordination