

A strong team member with the ability to work independently, as well as within a division. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. A reliable income auditor with strong analytical skills and attention to detail. Emphasizes on Account Receivable/Payable, general ledger, accounting skills, sage, invoicing, Microsoft Excel and word.

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#### **KEY SKILLS**

- Income Audits
- Daily Reporting
- Invoice Processing
- Vendor Payments
- Financial Reporting
- Forecasting Support
- Stakeholder Communication
- Journal Posting
- Database Maintenance
- Administrative Support
- Appointment Scheduling
- Event Coordination
- Team Collaboration

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#### **EMPLOYMENT HISTORY**

##### **MAY 2023-APRIL 2024**

##### **ACCOUNT ASSISTANT, CLAYTON HOTEL CAMBRIDGE**

- Income Audit: Balances and verified the summary of daily transactions in the Hotel, prepare business reports and recapping those same transactions and to perform any other audit functions as defined in locals Hotels policies and procedures.
- Generated daily reports for management, highlighting key trends and areas for improvement.
- Since we are a team of 2, I am responsible for accurate and timely processing of the invoices, payment collections, deductions and credit risk. Strengthen and grow relationship with client by communication regarding the past-due accounts.
- Making sure all our suppliers and other creditors are paid on time, recording the company's short-term debts. Managing vendor relationships and cross-team collaboration.
- Applied accounting principles, applicable guidelines and accounting knowledge and abilities in preparation of variety of regular and special financial reports and statements.
- Assisting Financial controller on weekly reports (Forecasting revenue, weekly rosters review, Ops meeting)
- Being the first point of contact for both external and internal stakeholders
- Work in collaboration with manager to ensure accuracy and integrity of financial information in support of overall business objectives. Assisting with the preparation of P/L, and Balances sheet
- At month end posting Journals and management account, working on electronic workbook, doing weekly payroll, prepayments, intercompany payroll.
- Assisting Head of Departments by providing them a clear vision and setting high standards thereby to focus for improvement.
- Received employee of the month in 2023

##### **JAN 2022-APRIL 2023**

##### **RECEPTIONIST, CLAYTON HOTEL CAMBRIDGE**

- Handled cash, credit card, and check payments
- Managed various payment methods including cash, credit card, and checks.
- Provided excellent customer service by greeting guests and offering helpful information.
- Maintained an organized reception area, ensuring all visitors were greeted warmly.
- Updated and maintained client database, ensuring accuracy and confidentiality.
- Handled multiple phone lines while maintaining professionalism and friendliness.
- Resolved customer inquiries, enhancing overall customer satisfaction.
- Assisted with administrative tasks such as ling, faxing, and photocopying.
- Scheduled appointments and managed calendars for executives or team members.
- Assisted with event planning and coordination for meetings or conferences.
- Managed inventory and restocked supplies as needed to maintain operations.

**Antra Singhal, Finance Assistant**  
**Ghaziabad, India, 8527222778, antrasinghal.ie@gmail.com**

**SEPT 2021-DEC 2021**

**INTERNSHIP-ANGLIA RUSKIN UNIVERSITY**

- Designed escape room for the students who are finding difficult to pass their job interviews. Mentioned most of the questions with answers making easy for them to understand and is not lethargic while playing escape room.
- Worked in groups and discussed the tasks thereby gaining knowledge.
- Reviewed and performed procedures on the tasks received with detailed research.
- Continuous interaction with team on various topics in obtaining the required data.
- Interacting and resolving the issues arise during team meetings.
- Actively participation in the decision making so that outcome is clear and understandable.

**JAN 2021-SEPT 2021**

**ACCOUNTS ASSISTANT INTERNSHIP, MANISHA PROJECTS**

- Providing ideas and suggesting improvements so to increase the profit. Created price volume mix analysis to analyses the profits of the company, increased the price of the product with some additional benefits, which increase the profit by 150%.
- Studied Financial statements of the corporates in the sector, diagnosed their profitability, liquidity and solvency situation using ratio analysis

**EDUCATION**

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JAN 2020-JAN 2022

Master In Business Administration, Anglia Ruskin University, Cambridge, UK

JUN 2015-JUL 2018

Bachelors in Commerce, Delhi University, India

**SKILLS**

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Excel, Microsoft Word, SAGE, OPERA, Alkimmi, Procure Wizard, Micros

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