



Twinkle Juneja

Contact

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Skills

- Tally ERP 0.9
- People Soft
- MS Office (Outlook | Excel
- PowerPoint | Word | etc.,)
- Knowledge of GST and TDS
- Well Versed with Zoho and Salesforce Software
- Well versed with Xero Accounting
- Strong Accounting skills
- Problem Solving
- Excellent written and verbal communication skills

Accomplishments

- Conducted workshop & Taught Primary English at Adhiyagrya (NGO)
- Worked in IYM Okhla NGO

Summary

Assistant Manager- Finance & Accounts with total 6 years of experience Handling Reconciliations , Accounts Receivable and Accounts payable and Treasury responsible for receiving cash into the business , Bank & Ledger Reconciliations , issuing invoices , Accounting Vendor Invoices & dealing with invoicing related correspondence and perform Book- keeping for all finance related transactions .

Experience

Assistant Manager - Treasury and AR

Cinepolis India Private Limited | Gurgaon | Feb 2023 - Current

ACCOUNTS RECEIVABLE

- Invoice Creation for O&M and P&A Business. Reduced invoice generation errors by 60% through effective implementation of Macros .
- Accurate application of collections made from corporate sales.
- Onboarding of New clients and Vendors
- Weekly reporting of invoicing totals/aging totals/cash receipts/invoice adjustments
- Monitoring follow ups done with client and preparing Ageing report weekly and monthly and analysis of the same for team as a whole .
- Interacting with client in case of non-payment .
- Ensuring that all accounts receivable procedures are in compliance with legal regulations .
- Enhanced the financial reporting system, delivering more detailed and comprehensive reports which improved management decision making.

TREASURY

- Liquidity Management and Forecasting cash needs of the company. Identify surplus or deficit balances and take the decision to invest or request for funds to financial institutions.
- Supports and manages financial Analysis, negotiating and executing financing transactions as needed, including bank facilities, debt financing, lenders, documentation

- **Awarded with Employee of the month from Jan'20 to Mar'20**
- **Awarded Employee of the month for Mar'21**

review and covenants.

- Enhances operational efficiency, Risk Management and banking fees. Develops a strategy and corresponding policies and procedures for the company's global banking structure.
- Maintain all domestic and global banking Collaborations.
- Foreign payment settlements, checking for IDPMS Pendency's and coordinating with bank for the same.
- Negotiation with the financial institutions the withdrawal of funds :tenure and interest rate. Negotiate the commissions and other fees with the financial institutions.
- Daily and periodical reporting of the cash position of the company. Timely rollover of the existing loans and interest payments.
- Manage the different online banking services. Timely upload of payments to vendors, suppliers and different stakeholders of the company including the payroll. Process of foreign remittances and FD when required.
- Coordinate with banks for various products like Corporate Credit Card, CMS and Merchant arrangement and address related issue for smooth operations of Cinopolis business.
- Maintain an efficient system of policies and procedures that impose an adequate level of control over treasury activities and provide support for regulatory reporting.
- Financial Reporting
- Assist in the audit procedures.

Budgeting

- Review budget proposals and funding requests.
- Submit budget recommendations for approval or rejection of funding requests
- Determine whether Budget Proposals are in compliance with regulations.
- Monitors spending to ensure that it remains within Budget
- P&L Analysis and sharing the same with all HODS

Assistant Manager- Finance & Accounts

Icubewire Technologies Private Limited | Gurgaon | Sep 2019 - Jan 2023

Accounts Receivable – Payment Follow ups (domestic & international), Coordinating with Internal team for solving client queries, Ledger reconciliation and maintaining client's data

Reconciliation – Performing Bank Reconciliations on daily basis . Clients and Vendors Account Reconciliations .Reconciled 500+ Ledgers on quarterly basis.

Accounts Payable –Issuing 500+ PO's to Vendor's on Monthly Basis and Process vendors invoices(both domestic & International) and ensure correctness as per the standard checklist including vendor, entity and accounting information

Manage AP ageing - ensure timely payment to vendors. Upload payment batches ensuring accurate accounting. Enter payment on the bank portal .Closely watching early payment discount opportunities, cancellations, etc

Billing & Invoicing – Performing Monthly Billing functions, ensuring all the billing are closed timely

Compile data and prepare monthly reports and statements- Reduced workload by 30% as a result of proper maintenance of data .

Credit Controller

SVG Media Private Limited | Gurgaaon, 121004 | Jan 2018 - Aug 2019

- Monitor And co-ordinate with Branches for the receivable management
- Co-ordinate with banking team and payment team for supporting the branches in credit application and knocking of the receivables
- Single Handily managed Dubai Clients & collected all the payments
- Highlight specifics to the management.
- Compile data and prepare monthly reports and statements
- Working on Bad- Debt Collection
- Bank Reconciliation & Reconciliation of Client Ledge

Education

Institute/ College	Degree	Marks	Passing Year
Institute of cost Accountants	CMA INTER	72%	2020
Delhi University	MCOM	65%	2019
Delhi University, Acharaya Narendra Dev College	BCOM(H)	80%	2017
CBSE , Modern Delhi Public School	Secondary Higher Education	93.75%	2014
CBSE , St. Anthony School	Higher Education	90%	2012