

Sashmita Jena

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Career objective

To be a source of strength & dedication to whom so ever I may be working with and seek a position in renowned Organisation which offers a continuous challenging environment to utilise my knowledge, skills and expertise.

Experience

Having an overall experience of about 6 years, I have working with various renowned organisations such as Neilsen, Hinduja Global Solutions Limited- A Hinduja Group Company, Connegt Business Solution Limited (formerly known as TATA Business Support Services Limited etc.

Detailed elaboration of my experience is given here under:

- A. Currently Working with **Neilsen(Billing Administrator)**, Goregaon from 03/03/2025 to 25/07/2025.

Job Responsibility:

As part of the Billing Team, I was responsible for executing day-to-day billing operations for various client accounts. My role involved timely and accurate creation of sales invoices using SAP (S4/ECC), in accordance with company policies and customer-specific requirements. I regularly engaged with internal stakeholders to collect and validate incomplete data, ensuring all invoices contained complete and accurate information, including applicable discounts, rebates, or adjustments, SAP HANA(FIORI),SNOW software & Sales force in **Neilsen**.

- Responsible for day-to-day billing activities.
- Perform timely and accurate creation of sales invoices based on agreed procedures
- Engage with stakeholders as needed to gather incomplete data and ensure that invoices have all required information completed accurately and in line customer requirements
- Verify correct discounts, rebates and adjustments have been applied to sales invoices where appropriate
- Liaise with OTC (Order-to-Cash) Team Leader if approval for sales invoice is required, in line with Nielsen policies
- Employ the utilization of PODs (Proof of Delivery) and the principles of good faith receiving to

generate invoices as required, adhering closely to the terms and guidelines established per policy

- Maintain management of financing portals by ensuring information has been recorded in system in a timely and accurate manner
- Currently working on SAP (S4/ECC) or a large ERP platform.

- B. Worked with **Conneqt Business Solution Limited**, Thane from 25/07/2022 to 05/11/2024.

Job Responsibility

As a part of Accounts Receivable Team, I was responsible for posting cash on the cash book for different countries process like UK, Australia and Italy through SAP software for the Client of Jaguar Land Rover Company.

- Processing Invoice (Direct sales, Misc Billing Invoice, Copy Docs, Credit and Re-invoice, Bulk Invoice).
- Maintained daily receipt entry of customers.
- Daily Morning report (RECM, ZOIS, Daily Invoice Report, ZIM4, VFX3, AFD, SHIPPED) & Merged report.
- Remittance reconciliation.
- Posting all cash update in cash book.
- Handled customer's queries promptly related to payment of the customer.
- Performing the full vehicle credit request and removing block document using V.23.
- 10th day activity is of Egypt service fees billing.
- Working in QMF Main frame.
- Preparing COPA Report.
- Raising Miscellaneous Billing for Italy.
- Provided statements, invoices to customers as per their requirement.
- Sending monthly statement using T- code F.27 and ZFR0158.
- Allocation of payment in cashbook.
- Posting incoming payment with T-code F-28 and for GL clearing F-03.
- Uploading Journal entry with T-code ZGL_JOURNAL_UPLD.
- Ensuring all the TATs are met.

- C. Worked with **Hinduja Global Solution Limited- A Hinduja Group Company** (Listed on BSE Limited and National stock Exchanges India Limited.) Vashi from 19/01/2021 to 22/07/2022.

Job Responsibility

As a part of Accounts Payable Team, I was responsible for raising of invoices in Happay software for the Client of Price Waterhouse Coopers and ICICI Prudential.

- Processing of Vendor and Employees Reimbursement Claims.
- Raised SRN and GRN for Invoices in SAP software.

- Vetted the Tax Invoices and support for Purchase and Services and accordingly deducting the TDS.
 - Handled other activities such as mailing and Query Resolution.
 - Handled customer queries relating the payment.
 - Processed the Vendor Claim as per Rate agreement mentioned.
 - Processed Employee reimbursement claim through Happay software.
 - Consolidation of Excel file and Maintaining Error Tracker.
 - Ensured timely payment to all vendors as well as Employees.
 - Ensured all the TATs are met in time.
- D. Worked with **Teleperformance** (formely known as Intelent Global Services Private Limited) from 06/03/2019 to 21/08/2019.

Job Responsibility

As a part of Account Payable Team, I was responsible for vendor creation and reimbursement of expenses of employees in Oracle software and preverification of Invoice in I-flow, of purchase order and Non-Purchase order and employee claims.

- E. Worked with **Conneqt Business Solution Limited** (formerly known as **TATA Business Support Services Limited**), Thane. from 30/08/2018 to 22/02/2019

Job Responsibility

As a part of Account Executive Team, I was responsible for raising of invoices and providing remittance advice as detailed below to Clients of Jaguar and Landrover:

- Processed the KDI invoice via KDI system.
 - Provided invoice copy of remittance details as requested by the customer.
 - Ensured the delivered vehicle has been invoiced in SAP system.
 - Contact with SAP team for invoiced the vehicle which is available for delivery and shipped.
 - If the invoice is not processed with correct price, quality and quantity then as per customer request credit the VIN and re-invoiced it with correct price.
 - Handling customer queries related to payment of the customers.
 - Ensuring all the TAT's are met.
- E. Worked with **M/s. Bhavin Mistry & Co, Chartered Accountants**, for about a period of 1 year where I was involved in handing the following activities:- from 20/07/2017 to 28/08/2018.

Job Responsibility

- Assisted in preparation of Financial Statements (including cash flow statement) of private limited companies.
- Preparation of Bank reconciliation statement.
- Updation of receipt and payment transactions in Tally.
- Filing of IT Return of Individuals and companies.

- Obtaining GST Registration for Companies.
- Filing of GST Return [GSTR 1 and GSTR 3B].
- Audit work done for Kulin Coperation and Idobro media marketing company.

Major achievements

- Secured 3rd Rank in M.Com in D.A.V. College, Mumbai.
- Awarded for the month of November-2018 as “Star of the month” by Conneqt Business Solution Limited.
- Received client appreciation for AR Billing process in 2018(KDI).

Educational qualifications

- ✓ M.Com (Advanced Accountancy) from University of : 68.38%
Mumbai in 2015
- ✓ B.Com from University of Mumbai in 2013 : 74.42%
- ✓ HSC (Commerce) from Maharashtra Board in 2010 : 73.33%
- ✓ SSC from Maharashtra Board in 2008 : 65.23%.

Skills

- Microsoft Office (Word, Excel, Powerpoint)
- Tally 9.0
- SNOW software.
- Salesforce application
- Well versed with internet
- SAP Hana (FIORI)
- KDI software
- Crossroads software (ICICI Prulife)
- Happay Software
- T-code: VELO, VF11, VF03, XDO3, FB03, ZFIRADVPRNT, ZOTCRVEHRETURN ZOTCRVEHRECM, FBL5N, ML81N, ME23N, ME2L, CUSTINV_UPLD,FAGLL03, CJ31

Personal Details

Address : 17/1703, Aspen, Everest world, Kolshet Road, Thane (w) - 400607.
 Date of Birth : 6th November, 1992
 Marital Status : Unmarried
 Language known : English, Hindi, Marathi and Oriya
