

Asmita

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Notice Period: 1 Month

Profile

Finance and Back-Office professional with 3+ years of experience in mortgage documentation, accounts payable, and data management. Skilled in Tally ERP9, MS Excel (Pivot Tables, VLOOKUP, Data Validation), and financial reporting. Recognized for exceeding productivity and accuracy targets while supporting process improvements and team development.

Key Skills

- Financial Reporting & Reconciliation
- Accounts Payable & Invoice Processing
- Mortgage Documentation & Compliance
- Data Entry & Process Management
- Tally ERP9 | Advanced Excel (Pivot Tables, VLOOKUP, Data Validation)
- MS Word | PowerPoint
- Audit Support & Vendor Management
- Process Improvement & Accuracy Tracking

Professional Experience

FIS Global Business Solutions India Pvt. Ltd. – Gurgaon, Haryana

Team Member – Back Office Process (May 2019 – Present)

- Processed 500+ mortgage records weekly (deeds, assignments, releases) with 99% accuracy.
- Reduced data-entry errors by 15% through improved verification and quality checks.
- Exceeded productivity targets consistently, earning multiple performance incentives.
- Supported public records conversion process ensuring compliance with client standards.
- Collaborated with a team of 15+ members to meet daily and weekly deadlines.
- Trained and mentored 2 new hires on process accuracy and system usage.
- Prepared weekly reports for supervisors highlighting error trends and improvement areas.
- Recognized for 100% accuracy in quarterly audit of mortgage records (2021).

Saroj Educational Group – Delhi, India

Account Executive – Accounts Payable (Jul 2018 – Nov 2018)

- Managed vendor bills and processed salaries for 50+ employees.
- Handled invoice verification, day book entries, and reconciliations in Tally ERP9.
- Improved payment turnaround by 20% by streamlining invoice checks and approvals.
- Assisted auditors in preparation and submission of financial records.
- Coordinated with vendors to resolve billing discrepancies on a timely basis.
- Maintained petty cash records and ensured reconciliation at month-end.

Projects & Achievements

- Automated Excel tracker to reduce manual effort by 2 hours/day.
- Recognized by supervisors for consistent on-time delivery during peak workloads.
- Actively contributed to a team initiative that improved document turnaround time by 10%.

Education

- Bachelor of Commerce (2017) – Delhi University
- Class XII (2014) – Kendriya Vidyalaya

Certifications

- Diploma in Finance (DISC Institute)
- Tally ERP9 – Accounting Software
- MS Office Suite (Excel, Word, PowerPoint)

Professional Strengths

- Detail-oriented with strong process compliance focus.
- Effective communication and vendor management skills.
- Ability to meet strict deadlines under high workloads.
- Strong collaborator with proven team training experience.

Languages

- English – Professional Proficiency
- Hindi – Native