

Get in touch!

Mobile:

949-384-1978

Email:

deeptipradhan681@gmail.com

Address:

Plot No.2-A, Z Block, Surkhpur, Gopal Nagar, Najafgarh Delhi. 110043

Academic History

Bachelor's of Commerce

Osmania University, Hyderabad |
2015- 2018

Senior Secondary

Kendriya Vidyalaya, Delhi |
2014- 2015

Specializations

Database Tools:

SAP
IBM-Lotus
TBA

Data Presentation Tools:

Microsoft Office
Google Suite

Languages

English

Professional

Hindi

Native

Odiya

Mother Tongue

French

A1

DIPTI PRADHAN

ACCOUNTING PROFESSIONAL

WORK EXPERIENCE

WIPRO LIMITED

Processor | Jan, 2020 - Present

- DCPC Payments Team
- Handling the daily Check-tapes of the Clients
- Reviewing reject payments and add correct payments
- Reviewing and Reconciling Shares of Clients
- Resolve daily queries (Workflows) of participants of different clients
- Reprint 1099R Tax forms
- Handling stop Payments and Reissues.
- Worked on tools like IBM-Lotus, TBA, Maestro & Checkwriter Aon-trust.

Accenture

Transaction Processing Associate | Aug 2018 - Jan 2020

- Vendor Statement Reconciliation Process
- Reconciling the vendors outstanding (Statement of Account)
- Investigate Properly Vendors Statements
- Solve remittance related queries
- Worked on SAP Software.
- Invoice Processing Process
- Examining the Purchase Order issued.
- Examining the Goods Received Note (GRN) for having received goods/services as mentioned in the PO.
- Examining the other mandatory details and terms and conditions for making the payment.
- Examining the banking details.

ACHIEVEMENTS

2011 - 2020

- In-charge (SPOC) of Curriculum activities of VSR Team in Accenture 2019-2020.
- Runner-Up of MDLZ Cricket League in Accenture 2019.
- Winner of MDLZ Cricket League in Accenture 2018.
- Winner of 200 meters race in Inter-College department in 2016.
- Runner-up of Throwball in Inter-College department in 2016.
- Winner of Dance Group in College Festival (resonance) in 2015, 2016 & 2017.
- Nationals in Athletic in 2011, 2012 & 2014