



# VEENA MESHARAM

## CONTACT

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8208834079

**EMAIL: -**  
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**Date of Birth:**  
1st Nov 1991

**Gender-**  
Female

## PERMANENT ADDRESS

Plot. No. 14, Gagandeep society,  
Beltarodi road, Rama Nagar, Nagpur.

## CURRENT ADDRESS

Keshav nagar Mundhwa, Pune-411036

## SKILL

- Data Analysis
- Account Reconciliation
- Effective communication skill
- Able to learn new software program quickly
- Client/vendor Relationship
- Process Improvement
- Invoice Processing proficiency
- problem-solving skills to weigh all options carefully and reach conclusions that would best benefit the organization

## SUMMARY

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To contribute significantly to highly challenging projects, work with an inspiring team and grow in a reputed organization. Willing to work as a key player in challenging and creative environment.

## WORK EXPERIENCE

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**EATON TECHNOLOGIES PVT. LTD. PUNE. (TEAM LEASE) –**

**PROCESS ASSISTANT**

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**15TH FEB 2023 TO 14TH APRIL 2023**

### Work Profile:

- Knowledge about Oracle R12
- MFG PRO
- Mark view
- Managing and reconciling Data validation report
- Weekly calls with buyers and Stakeholders
- Maintaining and updating tracker on daily basis
- Investigating invoices by two way and three way checking and analysis of issues, route-cause and providing resolution to AP team and buyers.
- Working on hold invoices and past dues.
- Taking follow up with AP team and buyers on hold and pending invoices

## EDUCATION

**Nagpur University**  
2014  
**Master of Business Administration.**  
**Finance & Marketing Management.**

**Nagpur University**  
2012  
**Bachelor of Business Administration**  
**(Finance).**

## CERTIFICATIONS

- **MS-CIT**
- **Tally ERP-9**
- **Typing English 30**

## **EATON TECHNOLOGIES PVT. LTD. PUNE. (PSIPL) - ACCOUNTANT / BILLING EXECUTIVE**

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**1ST JUNE 2019 TO 13<sup>TH</sup> FEB 2023**

### **Work Profile:**

- Invoices checking & resolving invoice non-payment issue.
- Managed the accurate and timely processing of invoices per month for large, multi-site.
- Prepare and Maintain invoice tracker on daily basis.
- Follow up with Suppliers for No Due certificates.
- Preparing monthly reports, such as cost sheets & Accruals.
- Reconciliation of payments and monitoring accounts to ensure payments are made up to date and resolve any discrepancies.
- Maintaining & monitoring all agreements and extension copies of suppliers.
- Monthly Sodexo working and uploading on Portal.
- Basic knowledge of ORACLE such as monitoring Invoice payment status, and GRN Status.
- Raising PR as per requirement.

## **SHREE HOSPITAL AND CRITICAL CARE CENTRE- ACCOUNTANT**

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**11 JULY 2017 TO 30 MARCH 2019**

### **Work Profile:**

- Process journal entries and perform accounting corrections to ensure accurate records.
- Monitoring books of accounts in tally software.
- Cash expenses records & filing.
- Verification of bills of debtors and creditors

reconciliation.

- Accounting with Tally ERP-9
- Reconciliation of bank statements.
- Maintaining accounts on day-to-day basis.

### **MBS & ASSOCIATES, NAGPUR - AUDITOR & ACCOUNT ASSISTANT**

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**Oct 2015 to 13 Feb 2017**

#### **Work Profile: -**

Maintaining all the official data like software entries, such as Power Point, making Excel sheets, Data entry, Tally Entry & Maintained the accounting data of different organisations.

#### **Audit: -**

We had successfully done the Audit of Empress Mall- Big bazaar, Nagpur Central mall, Poonam Mall, Landmark & E-Zone.

#### **Company Audit: -**

**Rite water solution Pvt. Ltd.  
(Nagpur)**

### **KRUSHNAKUNJ DEVELOPERS, NAGPUR - ACCOUNTANT**

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**Nov 2014 to Sep 2015**

#### **Work Profile: -**

Maintaining all the official data like cashbook, Ledger book, software entries, Power Point, making Excel sheets, Data entry, Making Agreements of selling plots and basic knowledge about Tally. Posting purchase and sales entries.

- Cash expenses records & filing.
  - Verification of bills and debtors and creditors reconciliation.
  - Accounting with Tally ERP-9
  - Reconciliation of bank statements.
  - Maintaining accounts on day-to-day basis.
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