

GIRIK WALIA



Contact

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Languages

English

Hindi

Summary

Auditor/AR Analyst with a demonstrated history of working in the investment management industry. Skilled in Microsoft Excel, Oracle, Visual ERP, Customer Service, Microsoft Word, and Strategic Planning. Strong accounting professional with a Master of Business Administration from Manipal University Jaipur.

Skill Highlights

- Strong decision maker
- Complex problem solver
- Creativity
- Innovative
- Dependability
- Conflict resolution

Experience

Auditor/AR Analyst - 06/2019 - Till date

Oasis Investment Company , Dubai , United Arab Emirates

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures.
- Preparing analysis of accounts as required.
- Work with the collections department to review accounts and client payment and credit history to develop new or better repayment terms.
- Audit all receipts on a determined schedule to ensure accuracy in accounting.
- Assisting in monthly closing.
- Generate and deliver reports to different departments as needed.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Dispute resolution handling and coordination with customers.
- Preparing payroll by calculating salaries, overtime earnings, and vacation deductions.
- Ensuring accurate and timely processing of payroll in accordance with local statutory requirements and regulations.

Education

MBA – 2017-2019

Manipal University, Jaipur

Bachelor of Commerce: 2014-2017

Panjab University, Chandigarh

Certification

- Financial Modelling with Excel (Bombay Stock Exchange).
- Participated in Corporate Etiquettes workshop.
- Participated in Management Conclave on Business Sustainability.
- Awarded for completing Young Leadership Program.