

# Rashmi R. Mishra

## Contact

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## Career Objective

Highly detail-oriented and organized bookkeeper with 8+ years of experience managing financial records, preparing financial statements, and ensuring compliance with accounting regulations.

## Education Details

- MBA-Customer Service -Welingkar College – March 2022
- Bachelor of Commerce (Specialized in Accounting & Finance) March 2011

## Professional Tools

- SAP (FICO)
- SAP (S&D)
- Oracle
- Global Shop
- QuickBooks
- CRM ERP
- Sales Force
- Advanced MS Office

## Skills

- Full in charge of Bookkeeping
- Accounts Payable and Accounts Receivable
- Time Management
- Maintain General Ledger
- R-to-R Process
- Administrative Support
- Payment of state sales tax
- Vendor queries
- Hiring and Training
- Recruiting and Interviewing
- Advanced Microsoft Office Expertise
- Cash Deposits and Receipts
- Reconciliation

## WORK Experience

**Company Name:** Ardent Displays

**Designation:** Bookkeeper (Full Time)

**Duration:** May 2023 to Present

### Job Description:

1. **Accounts Payable:** Recording and managing all incoming bills and payments, ensuring that bills are paid on time and accurately.
2. **Accounts Receivable:** Managing invoices, tracking payments from clients or customers, and following up on any overdue accounts.
3. **Bank Reconciliation:** Balancing and reconciling bank statements with internal financial records to ensure accuracy and identify any discrepancies.
4. **General Ledger Maintenance:** Recording all financial transactions, including expenses, income, assets, and liabilities, in the general ledger.
5. **Financial Reporting:** Generating financial reports, such as income statements, balance sheets, and cash flow statements, to provide insight into the financial health of the business.
6. **Software Proficiency:** Utilizing accounting software programs such as **QuickBooks**, and **Global Shop** to perform bookkeeping tasks efficiently and accurately.

Enter invoices, clear receipts, and match the appropriate purchase order (if applicable).

Prepare weekly check proposal, verify check output, and prepare checks for mailing.

Ensure wire payments are paid and applied timely.

Respond to supplier inquiries; provide credit references, as requested.

Process annual 1099s for mailing and filing.

Support various audits (e.g., financial, sales & use tax, etc.).

Support month-end close process.

Actively seek opportunities to reduce costs; capture all discounts offered by suppliers.

Create and maintain processes and procedures for all functions of the role.

Perform other duties as assigned or as the situation requires.

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**Company Name:** Opus Inspection

**Designation** : Accounts Receivable Assistance

**Job Profile**

The Accounts Receivable Assistant will be responsible for all functions of Accounts Receivable

Reconciliation of Cash and AR every month

Ensure timely billing while following state guidelines

Verify the accuracy of bills, documents, and records

Perform monthly billing of all funding sources

Assist with month-, quarter-, and year-end closes.

**Duration** : December'2022 to May'2023

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**Company Name** : Adhiraj Construction Pvt. Ltd.

**Designation** : Account Payable & Purchasing Specialist

**Job Profile**

Process accounts payable invoices accurately and promptly

Verify and reconcile invoices, ensuring adherence to company policies and procedures

Collaborate with vendors to resolve discrepancies or issues related to payments

Generate purchase orders and manage the procurement process

Maintain accurate records of purchases, pricing, and inventory levels

Evaluate supplier options and negotiate favourable terms and pricing

Coordinate with internal departments to fulfil purchasing needs while optimizing costs

Assist in inventory management and forecasting to prevent shortages or excesses

Calculating employee wages, taxes, and deductions, and ensuring that all payroll-related filings and payments are completed accurately and on time.

**Duration** : November 2020 to November 2022

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**Company Name** : Mettler Toledo India Pvt. Ltd.

**Designation** : Accounts Payable & Accounts Receivable

**Job Profile**

Record accounting transactions and information in SAP.

Responsible for all aspects of AP and AR. Work with an outsourced payroll company on payroll-related transactions.

Preparation of customer monthly financial reports.

Assist in financial close and financial statements with an external audit firm.

**Duration** : October'2013 to October'2020

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**Company Name** : DAMCO Indian Pvt. Ltd. (A.P. Mollar Maersk Logistics)

**Designation** : Executive (Account Payable)

**Job Profile** : Posting Invoices on SAP (FICO) Daily Basis to book the Vendor cost in the

System. Executing the daily pay run for all vendors of Damco on PAN country basis. Assisting in follow-ups with locations to release pending Invoices that are in Parked. Reconciliation of Advances was given to branches of Damco, and settlement was made. Executing daily petty cash requests for various branches of Damco. Reconciling Damco books of Accounts with the Bank statement.

**Duration** : June'2012 to October 2013

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## EDUCATION

## PERSONAL INFORMATION

- Date of Birth: 23rd September, 1991
- Address: Hartford, CT.