



Aiswarya Ranjith

Location: Al Luqta, Qatar **Phone number:** +974 33899183

Email address: riyaaachus3@gmail.com

Profile

Dedicated and detail-oriented accounting professional with 6+ years of comprehensive experience in credit control, financial analysis, accounts reconciliation, budgeting, and reporting. Adept at streamlining financial operations, enhancing accuracy, and optimizing reporting systems. Seeking a challenging position as a **Credit Controller** or **Accountant** in a reputed organization to contribute strong analytical and organizational skills toward improving financial performance and operational excellence.

Work Experience

05/2024 – 03/2025
India

Credit Controller | Cleartrip India Pvt Ltd (Flipkart Group of Companies)

- Managed credit control processes, invoicing, GST and TDS compliance, and monthly accruals.
- Led ledger reconciliation, bank reconciliation, and provisions management to ensure financial accuracy.
- Improved cash flow management by timely payment collection and dispute resolution.
- Supported internal audits by maintaining error-free financial records and documentation.

04/2022 – 05/2024
India

Accounts and Admin Executive | ATMOF LLP Architects

- Handled complete bookkeeping, GST, TDS, professional tax, and IT returns filing for the firm.
- Prepared quarterly and annual financial reports with timely submissions to management.
- Managed salary processing, cash handling, and administrative banking operations.
- Maintained vendor records, purchase orders, and daily financial transactions.

11/2016 – 07/2019
India

Vendor Onboarding – Business Development | Flipkart India Pvt. Ltd.

- Coordinated vendor onboarding, training, and compliance processes across multiple categories.
- Managed escalations, problem-solving, brand launches, and vendor payment processing.
- Oversaw inventory management and conducted inventory reconciliation audits.
- Mentored non-compliant vendors to streamline onboarding and minimize operational risks.

Education

- **Bachelor of Commerce (B.Com)** | CV Raman University - Bilaspur
- Higher Secondary Education | 2010 – 2012
- Secondary Education | 2008 – 2010

Certifications

- **SAP Certificate** | Almis Academy
- **Tally ERP Certificate** | Almis Academy

Core Competencies & Skills

- **Credit Control Management:** Managing credit control operations, payment collections, and bad debt reduction to improve cash flow.
- **Accounts Payable & Receivable:** Handling complete accounts payable/receivable processes, vendor reconciliation, and timely invoicing.
- **Tax Compliance:** Ensuring accurate GST, TDS, and Professional Tax filing as per statutory requirements.
- **Ledger & Bank Reconciliation:** Performing ledger maintenance and bank reconciliations for accurate financial reporting.
- **Financial Reporting:** Preparing quarterly, annual, and MIS financial reports to support management decision-making.
- **Accruals & Provisions:** Managing month-end/year-end accruals and provisions to ensure financial accuracy.
- **ERP Systems Expertise:** Proficient in SAP BI, SAP FICO, Tally ERP, Salesforce, Google Sheets, and MS Office applications.
- **Vendor & Client Relations:** Strengthening vendor and client relationships through effective onboarding, support, and payment management.
- **Inventory & Purchase Management:** Managing purchase orders, inventory control, and reconciliation to maintain operational efficiency.

Computer Skills

- **SAP BI | SAP FICO | Tally ERP**
- **Salesforce | Google Sheets | MS Office** (Word, Excel, PPT)
- **OOO by Cleartrip**

Languages

- **English | Malayalam | Hindi | Kannada | Tamil**

Personal Details

- **Date of Birth:** 17.06.1994
- **Nationality:** Indian
- **Marital Status:** Married
- **Visa Status:** Dependent/Spouse Visa
- **Passport No:** V4329272
- **Qatar ID:** 29435653898



References

Available upon request.