



Nevedita Sharma

CONTACT

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EDUCATION

PGDM IN FINANCE AND MARKETING

from Jaipuria Institute of Management

GRADUATION IN COMMERCE (B.COM H)

from Sherwood College of Prof Studies

INTERMEDIATE AND HIGH SCHOOL (COMMERCE)

from Horner School

PROFILE HIGHLIGHTS

- ✓ Senior executive with **+2 years** hands-on experience in **billing** and **invoicing**.
- ✓ Keen individual with good **behavioral** and **proper communication** skills.
- ✓ Expertise in **supporting** internal stakeholders in **improving** account revenue by proper **tracking** and execution of **invoices**.
- ✓ Proficient in communicating with **customer**, **delivery**, **O2C** and other teams.
- ✓ Connecting with customer in case of PO shortfall to avoid cancellation

EXPERIENCE

I have +2 Years of experience in HCL as a Central Project Team where I managed below tasks –

- Creating project codes for billing, **invoicing** and **revenue recognition**
- **Collecting approvals** for billing due/active milestones, quotations and travel visits.
- Collecting approvals from GBO and O2C team for **negative adjustments** or **cancellation of invoices**.
- **Billing invoices**, maintaining/ creating new Purchase orders, creating BTP/ STP, entity and **maintaining tax** in US invoices.
- Maintaining proper **monthly tracker** for invoices made, yet to made and generated.
- Discussing revenue billed, request received by delivery and revenue billed in past month in **weekly projection call**.
- **Reporting** number of **invoice generated**, monthly amount billed, WIP taken, cancellation made and amount pending with delivery or BEST team to be billed.
- **Co-ordinating** with various teams like delivery for billing status and documents, O2C for invoice submission status, BEST for **following up** with other teams and GBO for approvals.
- Delimitation, movement and **assignation of resources** to code provided by delivery.
- **Creating Renewal** PRs and PO short closure.
- **Training new joiners** and helping other people with problems solving.



- Got the opportunity to be a **member of Sports Committee** and served the team by conducting events for 700+ sportspersons from various colleges.
- **Represented Lucknow** and **Uttar Pradesh** in Karate at district and state level championship
- Certificate of **Merit** in various quizzes, creative fest, essay writing and Kaizen presentations
- Received scholarship for **Excellence in Sports** in school