

Pratishma Maharaj

pratishmamaharaj@gmail.com | 7016029 | 13 Vasant Lal, Centre Point, Suva, Fiji



PROFESSIONAL SUMMARY

Dedicated professional with demonstrated strengths in customer service, time management, and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

SKILLS

- Time management
- Report preparation
- Performance improvement
- Multitasking
- Task prioritization
- Staff training
- Understanding billing system

EDUCATION

Bachelor of Commerce-Majoring in Finance and Banking

University of South Pacific | Suva, Fiji | September 2018

EXPERIENCE

ACCOUNTS RECEIVABLE EXECUTIVE

Digicel Central Resource Service – Suva | September 2018 - Current

- Experienced in Great Plains, Accounting System
- Experienced with different billing system

***BSS**- used for Postpaid system (Vanuatu/Tonga and Samoa Market)

***Tarka**- used for internet system (Vanuatu)

***Azetol**- used for internet system (Tonga Market)

***Alepo**- used for internet system (Samoa Market)

- Able to raise and generate invoices for Pacific Markets

***Tax Invoice**

***Credit/Debit Note**

- Liaising with customers where applicable to deliver excellent service and reduce customers waiting time and queries.
- Generated receivables reports for review and investigated discrepancies.
- Applying payments to customer accounts on a timely basis and ensure it is applied correctly to the customer's account.
- Performed reconciliation to align bank transactions to customers account to ensure there was no discrepancies happening.
- Processing of refunds to customers on Systems.
- Prepared and Processed Journals in the accounting system.
- Prepare month end reports for debtor's reconciliation.
- Dealing with invoices and receipts in multi currencies.
- Assist with debtor maintenance or set up of new customers on accounting system.
- Accountable for the continuous improvement of the Accounts Receivable function.
- Assisted Team Leader successfully migrating AR Functions- BSS and Azetol /Tarka system together with front desk payments for all flagships from Tonga/Vanuatu Market to Fiji Hub.
- Assisting collection team in collecting outstanding funds from debtors
- Training another staff while handover for markets are done.
- Provides documents for Internal and External audit request.
- Always have follow-ups done on time to finish work on time.
- Processed Inventory invoices and Receipts for Tonga and Samoa Market.

OFFICE ADMINISTRATOR

Maharaj Buses Ltd | January 2015 - December 2017

- Experienced with MYOB accounting system for invoicing
- Processed payments for clients in timely manner.
- Administrated daily banking.
- Handled weekly payroll deposit processing and FPNP calculations for 16 employees.
- Performed Microsoft Excel Task for VAT.
- Managed the internal and external mail functions.
- Served Clients.
- Reconciled daily Cash with receipts.

RECOGNITION

Nominated by Financial Controller- Vanuatu (Hema Reddy)

Recognized for the performance showed in reconciling the Debtors reconciliation and resolving the unreconciled variance for Vanuatu Market. Also for stepping in to assist other market in their reconciliation.

STARS of July



Lusiana Young & Pratishma Maharaj

Nominated by FC - Vanuatu

Lusiana Young and Pratishma Maharaj for their commitment and dedication on debtor's reconciliation and resolved unreconciled variance. Lusiana who recently moved to AR team to support debtor invoicing, receipting and reconciliation who they work closed with team in market have shown her in passion and valuable member of the transaction processing team. Pratishma on other hand who went out an extra mile to assist her colleague with reconciliation for other markets.

We are grateful for their enthusiasm and continuous support in a timely manner.

REFERENCES

- **Mrs. Lusiana Young (Team Leader)**
Email- Lusiana.Young@digicelgroup.com
Phone – 7016682

- **Hema Reddy (Financial Controller)- Vanuatu**
Email- Hema.Reddy@digicelgroup.com
Phone – 7015216

- **Mohammed Karim (Senior Finance Manager)- Tonga**
Email- Mohammed.Karim@digicelgroup.com
Phone- 7014500

- **Mr. Navneet Kishore**
Email- navneet.kishore@scc.org.fj
Phone – 7016805

- **Mrs. Sham Rati Maharaj (Maharaj Buses Ltd- Director)**
Phone- 9292922