



NISHTHA JHA

9871501341

Nishtha1007jha@gmail.com

A192, Trinity Tower, DLF Ph - 5, Gurugram

Specialized in Account & Finance

EDUCATION

BBA (Financial Analysis and Services), School of Business, University of Petroleum and Energy studies, 2018 – 2021.

Master Of Business Administration, Amity University, 2023-2025

TECHNICAL SKILLS

- Sakani ERP
- Mollak
- Accounts Receivable & Payable, Reconciliation
- Tally ERP 9
- GST Compliance
- SAP (FICO, Concur, P20)
- Advanced Excel
- Financial Modeling
- Microsoft Office

CERTIFICATIONS

- IIT Delhi – Business Management (CEP Program)
- Financial Modeling & Valuations
- Advanced Excel
- Financial Markets Certificate
- Building Financial Statements in Excel
- NSE Workshops on Financial Markets
- AutoCAD Certification

PROFILE

Finance professional with 2+ years of experience in **Accounts Receivable, Financial Operations, and SAP-based systems**. Skilled in **ERP tools (SAP, Sakani, Mollak, Tally)**, reconciliation, and tax compliance. Currently managing **Accounts Receivable for Emaar India (Dubai client)**, ensuring accuracy, compliance, and efficient financial processes.

WORK EXPERIENCE

Emaar India (Lobo Staffing Pvt. Ltd.) – May 2025 – Present

Role: Accounts Receivable Executive

Client: Emaar, Dubai | **Platform:** Sakani ERP, Mollak

- Managing Accounts Receivable operations, including invoice creation, payment posting, and reversal entries in Sakani ERP.
- Handling property handover and NOC cases with accurate financial validations.
- Coordinating with the customer service team to resolve invoicing and payment queries efficiently.

Accenture (Outworx Solutions Pvt. Ltd.) – Jan 2022 – Feb 2023

Role: Financial Operations Analyst

Platforms: SAP Concur, SAP P20, IAP, EOE, KTA, BPP

- Processed and audited T&E claims across multiple regions using SAP tools.
- Prepared compliance and summary reports for global employee claims.
- Reviewed invoices, managed payments, and ensured timely vendor settlements through SAP Accounts Payable.

S R Construction – Mar 2021 – Dec 2021

Role: Accounts Executive

Platform: Tally ERP 9

- Maintained accurate financial records and reconciliations for suppliers and vendors.
- Assisted in GST return preparation and payroll processing.
- Managed fund allocation, bank reconciliation, and financial documentation.