

Resume - Akansha Sharma

AKANSHA SHARMA

S-10, 3rd Floor, SF-3, Radhey Shyam Park, Rajender Nagar, Sector-5, Sahibabad

Phone: 9643063363 | Email: akanshasharma1702@gmail.com

PROFESSIONAL SUMMARY

Accomplished and detail-driven Senior Billing Manager with over 9 years of experience in leading end-to-end billing operations, credit management, and financial reporting. Proven expertise in streamlining workflows, reducing billing discrepancies, and improving collections. Adept at implementing automation solutions, driving cross-functional collaboration, and enhancing customer satisfaction through process excellence and team leadership.

CORE COMPETENCIES

- End-to-End Billing Management
- Accounts Receivable & Collections
- Credit Risk Assessment
- Financial Reporting & Analysis
- Client Relationship Management
- Team Leadership & Staff Supervision
- ERP & Billing Software (BNG, Tally ERP9)
- Process Improvement & Automation
- GST, Invoice Processing & Compliance

PROFESSIONAL EXPERIENCE

Flying Green Carriers Pvt. Ltd. Billing Executive -> Promoted to Senior Billing Manager

July 2019 Present | Gurugram, India

Key Achievements:

- Streamlined billing process, reducing invoice errors by 15%.
- Maintained a 98% customer satisfaction rate.
- Improved cash flow by 20% through structured collections.
- Developed SOPs for billing, payment follow-ups, and credit approvals.

Resume - Akansha Sharma

Responsibilities:

- Oversaw billing operations, invoice generation, and reconciliation.
- Led a team of billing associates.
- Ensured policy and compliance adherence.
- Generated monthly financial reports.
- Coordinated with vendors and internal teams.

G Tech Fire Engineers Pvt. Ltd. Accountant

2016 - 2019

- Managed accounting using Tally ERP9.
- Handled GST, invoice generation, stock, and client follow-ups.

Victor Component Services Pvt. Ltd. Assistant Accountant

2015 - 2016

- Maintained manual accounting records.
- Supported reconciliation and payment posting.

EDUCATION

- Master of Commerce (M.Com) Dr. B.R. Ambedkar University, Agra 2012
- Bachelor of Commerce (B.Com) BDK Mahavidyalaya 2010
- Senior Secondary (XII) 2007 | Secondary (X) 2005

CERTIFICATIONS

- Tally ERP9
- GST Compliance
- Computer O' Level Course
- Diploma in Office Automation & Publishing
- Course in Computer Concepts (CCC)

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)

Resume - Akansha Sharma

- Tally ERP9
- BNG Billing Software
- Basic Data Analysis Tools

SOFT SKILLS

- Strong communication & negotiation
- Leadership & team development
- Analytical thinking & problem-solving
- Organized and detail-oriented
- Adaptability & time management

PERSONAL DETAILS

Date of Birth: 17th February, 1989 | Languages: English, Hindi | Marital Status: Married

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:

Signature: Akansha Sharma