

HRISHITA RAJPUT

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EDUCATION

IBMR, IPS Academy , Indore, India (MBA, Human Resources and Finance)	Aug'23
PMB Gujarati Commerce College , Indore, India (B.Com, Business Communication)	Jul'21

EXPERIENCE

Waste Management Universal Solutions , Finance Process Analyst, Indore	Sep'24 – Mar'25
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Member of the Cash Application team, responsible for accurate payment posting, reconciliation, and reporting of high-volume customer transactions.

Payment Processing:

- Applied incoming payments to customer accounts, ensuring correct allocation to invoices and maintaining high data accuracy.
- Processed invoices daily, supported customer refunds within defined timelines and utilized multiple payment methods to streamline posting and reduce delays.

Reconciliation and Reporting:

- Reconciled cash receipts against bank statements and customer accounts, promptly identifying and resolving discrepancies.
- Prepared and submitted detailed end-of-day (EOD) reports to onshore teams, highlighting production hours and payment trends.

Customer Interaction and Stakeholder Support:

- Partnered with customers to resolve payment-related issues, missing invoices and account discrepancies.

Process Improvement:

- Proposed workflow enhancements in payment posting, reducing idle time and improving efficiency.
- Contributed to process improvement initiatives that enhanced accuracy and reduced error rates across the cash application function.

Hustlers Nest , HR Executive, Indore	Jul'23 – Jul'24
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Served as HR Executive, managing recruitment, onboarding, employee engagement and office management initiatives to ensure smooth organizational operations.

Recruitment and Onboarding:

- Assisted in sourcing, screening, interviewing candidates, coordinating hiring processes and initial orientations.
- Facilitated onboarding for new employees including documentation, induction training and smooth transition into roles.
- Managed offboarding procedures, ensuring compliance, proper documentation and knowledge transfer.

Training and Development:

- Coordinated training programs and workshops aimed at enhancing employee skills and knowledge.
- Assisted in identifying training needs and evaluating effectiveness of programs to support performance improvement.

HR Operations and Compliance:

- Maintained accurate employee records in HR databases, ensuring up-to-date documentation of benefits, leaves and attendance.
- Generated HR reports and analyzed workforce data to support strategic planning and decision making.
- Ensured confidentiality while handling sensitive employee and HR information.

Administration and Office Management:

- Maintained accurate records of administrative activities, contracts and agreements.
- Developed and monitored administrative budgets, ensuring cost efficiency.
- Planned and organized company events, meetings, and conferences, while acting as a liaison between senior management and staff to ensure effective communication and coordination.

IEPS Education Pvt. Ltd, HR Intern, Indore

Jul'22 – Sep'22

- Supported various HR functions with a key focus on recruitment and onboarding.
- Managed the end-to-end recruitment cycle including sourcing, screening, interviewing and coordinating hiring decisions.
- Implemented structured onboarding processes to ensure smooth transitions and quick integration of new hires into company culture and workflows.

ADDITIONAL

Skills

- Accounts Receivable and Cash Application Expertise
- Reconciliation, Dispute Management and Financial Reporting
- Process Improvement and Workflow Optimization
- Talent Acquisition and Recruitment
- Employee Engagement, Training and Development
- Administrative Operations and Office Management
- Collaboration, Stakeholder Communication and Compliance

Interests

- Playing Badminton
- Exploring New Places