

CURRICULUM VITAE

Dinesh Kumar

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Village- Dhani Dochana, Post- Dumoli Khurd, Distt- Jhunjhunu, Rajasthan –333516

Summary

Credit Controller with over 6 years experience in managing and reconciling accounts, preparing financial reports, and maintaining records. Possesses excellent mathematical skills and analytic abilities. Proficient in using accounting software to streamline processes and improve efficiency. Adept at multitasking, working under pressure, and meeting deadlines.

Experience

V-Trans India Ltd.

Branch in-charge at Rudrapur | Feb 2022 To Present

- Responsible for branch in bound & out bound operations within prescribed time.
- Monitoring & ensuring timely arrival and departure of vehicles from the branch.
- Responsible for all pickup and delivery activities of the branch.
- Maintaining prescribed service level , Service Quality
- Responsible for managing all customer queries arising out of the branch with the help desk of the branch customer support team.
- Ensuring branch adherence to standard operating procedure for all Operational processes.
- Managing the Cost Budget of the Branch .
- Follow up & verification of booking report and delivery report .
- Responsible for billing of invoices and outstanding
- Analysis of Outstanding, age wise analysis, recovery of overdue outstanding, settling dispute with customers,
- Follow up with customer for outstanding / overdue payment.

OM LOGISTICS LTD | 2012 to 2022 |

Credit Control Rudrapur Utrakhand | 2016 To 2022

- Ensuring customers make payments within their agreed payment terms, chasing payments if necessary, as per the company's debt collection procedure.
- Follow up with customer for outstanding / overdue payment.
- Customer Visit and ledger reconciliation and balance confirmation
- Generate collection reports and aging reports
- Prepare and send monthly statements to customers.
- Reconciliation of accounts and TDS query.
- Payment received from customer to be update in system & allocate against specific invoices with TDS entry, Receipt Entries and Allocation

Billing In-charge at Kolkata | 2013 to 2016

- Responsible for monthly billing of invoices
- Follow up & verification of booking report and delivery report
- Support in generation the bill through ERP
- Responsible for timely submission of bills to the customer
- Resolve the customer queries to get the clearance on due payment
- Reconcile deductions made by customer with deductions to be made from vendor
- Responsible for assisting in overall function of accounts department
- Responsible for query resolution against the audit

Qualifications

Data Analysis with Python: zero to pandas | 2021

BA (Hons) Form Rajasthan University | 2012

Higher Secondary School with PCM | 2009

Knowledge of MS Office, Google Sheet, ERP, Oracle.

Declaration

I hereby declare that the particular given above are true & best of my knowledge.

Date:-

Place: -

(Dinesh Kumar)