

Sangamesh

Assistant Manager – Accounts Receivable

CONTACT

Email: Sangamesh.ts@gmail.com

Phone: 8105665944

EDUCATION

Bachelor of Engineering (BE)

VTU – Belgaum

TCL -Gadag

2008-2013

Pre-university course (SCIENCE)

Annadaneshwar PU Science

College – Naregal

Dist. Gadag 2006-2008

Secondary Level School

Annadaneshwar High School –

Naregal-

SKILLS

Organizational and planning skills

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Critical Thinking

Handling Pressure

PROFILE

To achieve an Accounts career wherein I can use my skills to the best of my abilities and be a useful asset to your organization. To associate with an organization to progress dynamically and gives me an opportunity to update my knowledge and enhance my skills. To be a part of the team that excels in work towards the growth of organization and as well as me and gives me satisfaction.

EXPERIENCE

Assistant Manager – Accounts Receivable

ALD Automotive India Pvt Ltd / Jun 2020 – Present

Prepare, review monthly customer statements Liaise with customer for reconciliation of account obtain details and ensuring collections.

- Timely collection and strong follow up on overdue invoices on daily/ weekly basis.
- Follow up with various department to get supporting documents info for dispute/deductions resolutions.
- Control of DSO & Bad debts.
- Monitoring AR to ensure that all payments are accounted properly and posted.
- Preparing ppts and scheduling monthly review meetings with top 25 clients and addressing queries and concerns.
- Preparing MIS, Outstanding statements of top clients and ensure collections
- Comply with collection dunning policies and standard operating procedures.
- Handling agency team to get streamline on collections.

STT Global Data Center Ind Pvt ltd/ Collection / April 2018 – Jun-2020.

- Make a daily collection calls and/or correspondence in a fast-paced goal-oriented department provide customer service internally/externally regarding collection issues, process and review account adjustments, resolve customer discrepancies and short payments.
- Responsible for monitoring and maintaining assigned accounts – customer calls and account adjustments small balance write off, customer reconciliation and processing credit memos.
- Perform other assigned tasks and duties necessary to support account receivables department enlist the efforts of sales and senior management when necessary to accelerate the collection process.
- Communicate, coordinate, and follow up effectively with sales dept/account managers regarding customer accounts on a timely basis to create collection strategies and payment arrangement when needed.

COMPUTER SKILLS —

MS Office: Word, Excel, PowerPoint

Advance Excel: Pivot Table,
V-lookup, H-lookup

Mail: Outlook

Software: SAP Fico

LANGUAGES —

Kannada

English

Hindi

HOBBIES —

Reading

Traveling

Web Designing

Music (listening)

Photography

Drawing

- Ensure clients were getting their invoices in a timely manner to remit payments timely aggressively work account to keep the DSO.
- Communicated with clients by phone, mail and email in a respectful manner, successfully establishing repayment goals.
- Confirm the monthly open balance statement to customer and monthly AR Ledger reconciliation.

Tata Communication Ltd/ Collections/ Apr 2015 – Jan 2018.

- Working on the following report and report the overall output to the manger on monthly basis.
 - Sales register/Account wise summary report on receivables
 - Issue registering and issue closure sign off report.
- Coordinating with various cross functional teams of posting of payments, issue clearance, disputes in the invoices and rectification of the same.
- Responsible for monitoring and maintaining assigned accounts – customer calls and account adjustments small balance write off, customer reconciliation and processing credit memos.
- Perform other assigned tasks and duties necessary to support account receivables department enlist the efforts of sales and senior management when necessary to accelerate the collection process.
- Communicate, coordinate, and follow up effectively with sales dept/account managers regarding customer accounts on a timely basis to create collection strategies and payment arrangement when needed.
- Ensure clients were getting their invoices in a timely manner to remit payments timely aggressively work account to keep the DSO.

PROFESSIONAL SKILLS

- I focus on my approach to the problems and always optimistic about its outcomes.
- Good technical, communication skills and keen problem-solving abilities.
- Honesty, adaptability, quick learner, and good at teamwork.
- Good interpolation skills and zeal to learn new technologies.
- Ability to work under pressure and ready to accept any challenging assignments.

