

## **AMIT GOEL**

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### **Seeking assignments in the financial sector with a growth oriented organization of repute SYNOPSIS**

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- ❖ **More than Twenty Four years of total Work Experience in account receivables and billing.**
- ❖ **Currently working with Goel Road Carriers Pvt Ltd since Aug- 2020.**
- ❖ Strong analytical and organizational abilities along with flexible and detail-oriented attitude.
- ❖ Adaptable to work under pressure and a speedy learner.
- ❖ Proficient in communication, interpersonal skills and ability to motivate peers.

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### **ORGANISATIONAL EXPERIENCE**

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#### **Present Company:**

**Goel Road Carriers Pvt Ltd**  
**Asst.Manager Credit Control**

**Aug- 2020 – Present**

#### **Key Tasks Handled**

##### **Credibility Assessment & Order clearance:**

- Ensure to collect all overdue payments from credit customer of PAN India.
- Motivate Team members so that they perform well and guide them whenever they face issues.
- Quarterly review / reconcile accounts of Major customer accounts.
- Follow up with CS / Billing team in case customers have some issue in our Outstanding Invoices.
- Visit client and make good relations with them for good collections and as per business prospective
- Arrange Balance Confirmation of all customers on quarterly basis as per company policy and ensure resolution of differences/queries mentioned by customers.

##### **Sales & Business Supports:**

- Maintaining strong communication between Credit Control & Sales team.
- Manage relationship with customers to understand their requirement and provide solution ensuring recovery of payments within the credit period.
- Attending customer queries, visiting across the circles and coordinate with sales to resolve issues.
- Providing Sales lead to our sales team

##### **MIS / Documentation:**

- Responsible for Month-end outstanding report of the company
- MIS Reporting for Weekly/Monthly/Quarterly Review meetings regarding accounts receivable.
- Other reports (Projection / Shortfall) required by management in regards of accounts receivable.

## **Past Experience:**

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### **Sampark India Logistics Pvt. Ltd Manager Credit control**

**April-14 – Aug-20**

- Ensure to collect all overdue payments from credit customer of West & South India clients.
- Motivate Team members so that they perform well and guide them whenever they face issues.
- Quarterly review / reconcile accounts of Major customer accounts.
- Follow up with CS / Billing team in case customers have some issue in our Outstanding Invoices.
- Visit client and make good relations with them for good collections and as per business prospective
- Arrange Balance Confirmation of all customers on quarterly basis as per company policy and ensure resolution of differences/queries mentioned by customers.

### **PCC Logistics Limited Incharge- Billing & Credit Control**

**May-09- Apr-14**

#### **Key Tasks Handled**

- Handling the accounts receivables of North India branches.
- Preparation of Collection targets
- Handling New Customer Appointment process along with sales team.
- Credit notes issuance against debit / deductions of customers.
- Ensure to collect overdue bills payment from customers
- Resolve customer queries with the help of concern team
- Involvement in month end activities and accomplishment of month end reports to management.

### **Om Logistics Ltd Incharge- Billing & Credit Control**

**Feb-99 – March-09**

#### **Key Tasks Handled**

- Handling the accounts receivables of branches.
- Preparation of Collection targets
- Handling New Customer Appointment process along with sales team.
- Credit/ Debit Notes issuance to customers.
- Tracking the collections against the invoices received.
- Involvement in month end activities and accomplishment of month end reports to management.
- Ageing finalization and Collection targets assignment.
- Legal case preparation with legal team for defaulter customers

**South Eastern Roadways**  
**Senior Executive -Credit Control..**

**Jul-97 to Feb-99**

This company is the first multinational brand in express industry having integrated services in Domestic and International logistics.

**Key Tasks Handled**

- Handling the accounts receivables of Delhi & NCR customers.
- Tracking the collections against the Invoices received.
- Account reconciliation of Credit customers.
- Working on SAP software
- Verification of New customer by visit their office and check their Bank account statement.
- TDS Certificates collection from all customers in the end of FY.

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**ACHEIVEMENTS**

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- Best Performer in Collections in Sampark India Logistics in 2018
- Achieve Bad debt Target in Sampark India logistics 2019

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**ACADEMIA**

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**B.A (Hons) from Delhi University,**

**Secured IInd Division..**

**12<sup>th</sup> CBSE Board from**  
**Secured IInd Division.**

**10<sup>th</sup> CBSE Board Delhi from**  
**Secured IInd Division.**

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**COMPUTER PROFICIENCY**

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- Literate in MS-Office (Excel / Word / Power point / Outlook), Internet, Lotus Notes, Zimbra, SAP & Tally ERP, Ubuntu, E-Freight, TMS, Cash Pundit.
- Completed One year Diploma in Computer application from NCTC (Delhi)

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**PERSONAL DOSSIER**

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<b>Date of Birth</b>	:	<b>20<sup>th</sup> September 1976</b>
<b>Permanent Address</b>	:	428, Pocket-9 Sector-21 Rohini- Delhi-110086
<b>Marital Status</b>	:	Married
<b>Father's Name</b>	:	Late. Sh. S.K Goel

**AMIT GOEL**