

AMIT GOEL
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Seeking assignments in the financial sector with a growth oriented organization of repute
SYNOPSIS

- ❖ 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.

ORGANISATIONAL EXPERIENCE

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:

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.

ACHEIVEMENTS

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

ACADEMIA

B.A (Hons) from Delhi University,

Secured IIInd Division..

**12th CBSE Board from
Secured IIInd Division.**

**10th CBSE Board Delhi from
Secured IIInd Division.**

COMPUTER PROFICIENCY

- 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)

PERSONAL DOSSIER

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

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