**Curriculum-Vitae**

**Vivek Jaiswal**

Sr. Analyst

Flextronics Global Service Ltd.

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# To join the organization which gives me the challenging career and an opportunity to show my talent, improve my skills and knowledge that helps me to become an asset to the organization.

**Professional Experience:**

* A dynamic professional with 5 Yrs of experience in Finance and accounting

**Job Profile** –Sr. Associate (Maersk Global Service Ltd)

Account Receivable and Payable

Currently- Sr. Analyst (Flextronics) Account receivable

**IT-Skills**

SAP fico, ERP, BAAN and developing Macro On job experience

MS Office (Word, Excel, PowerPoint & Outlook),

**Academic Credentials**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institute/College/School** | **University/Board** | **Percentage** | **YOP** |
| PGDM | Sinhgad Business School | Autonomous | 69.38% | 2010 |
| PGDFS | Sinhgad Business School | Pune University | 64.92% | 2009 |
| Graduation(B.Com) | Sankaracharya Mahavidyalaya | Pt.Ravishankar University | 56.94% | 2007 |
| Std XII | D.A.V. Public School | C.B.S.E | 65.8% | 2004 |
| Std X | D.A.V. Public School | C.B.S.E | 55.2% | 2002 |

**FLEXTRONICS GLOBAL SERVICES**

**As an Account Receivable responsible for:**

**Collection:**

* Business to Business collection calls against overdue invoices.
* Early identification and escalation of Disputes before invoices are past due and facilitate resolution of issues.
* Resolving issues/disputes in an invoice with thorough follow ups internal/external.
* Respond to customer queries by coordinating with the program team & other related personnel
* Handling Self Billing Customer and work on their accounts.
* Following up on Self Billing Customers with PO Details (Item Ordered, QTY, Unit Price)
* Processing of Refund Request received from the customers.
* Working on ERP system BAAN and Oracle.
* Reconciling accounts for the customers.
* Invoices and payments reconciliations.
* Worked with GL for Bad Debt/ Reserves account.

**Invoicing:-**

* Uploading Invoices on the customer’s portal
* Working on non-invoiced transactions (Pending Sales Order, Sales Order Postings)
* Working on Unallocated Cash and close all UAC by linking this to past due invoices.
* Send invoices to customers whenever required.
* Creating Manual invoices (Credit Note / Debit Note)

**Cash Application:-**

* Preparing Cash Application Sheet and send this to Cash Applicator.
* Follow ups with the customer to get the Remittance Details / Payment Status.
* To contact customer in case of Unallocated Cash.
* Work with Cash Applicator for any advance payment issued by customer to cover the future invoice(s)
* Checking Remittance detail, If not available parking as a UAC.

**Reporting’s:-**

* Preparation of Weekly Report and send it to site.
* Need to give comments against each invoice and on summary level.
* Preparing Cash Flow Forecast (CFF) and Actual Cash Flow (ACF) and circulate this to site. (Need to Forecast the Dollar amount which we are expecting next week CFF) (Need to Prepare report of the actual amount we received in the previous week)
* Prepare the report for Variance if there is in CFF and ACF.
* Preparation of Pre-Alert Report and send this to Site with the reasons. (Report includes the invoices which are due and we are not expecting payments.)
* Reconciliation between the AR balance & the Ledger balance of each customer and assure that all the entries pertaining to accounts receivables are reflected in the General Ledger.
* Preparation of Unallocated Cash Report, the action against it and circulate this to Site.

**MAERSK GLOBAL SERVICE PRIVATE LTD.**

**As an Account Receivable responsible for:**

* Clearing outstanding sales order and payment application.
* Working in investigation team to clear the unbilled item.
* Creating sale order and updating all information about the customer in sap.
* Interacting with clients for solving customer queries.
* Generating the invoices and sending to the customer to their respective email address.
* Chasing the customer for payment and posting to SAP.
* Refunding the payment to the customer if found feasible.
* Investigating all the on-account charges and cleared them.
* Preparation of the Weekly reports and presenting it to the concerned location and top management.
* Worked with project team to clear the entire zz item within the time line.

**In Account Payable responsible for:**

* Vendor reconciliation open or cleared in system.
* Follow-up with PCC team and take error on pending invoice.
* Improving Efficiency and Accuracy by 100% reconcile the invoice.
* Restructured the purchase order approval process.
* Checking mail of vendor and give the status of the payment.

**Extra-Curricular Activities**

* Member of organizing committee for Cricket tournament, Inter School Competitions.
* Participated in football competition conducted at higher secondary School.
* Played Kho-Kho at Zonal level for the State of Chhattisgarh.
* Was elected as discipline Captain at school for House Activities.

**Achievement**

* Awarded as a star of week by the general manager for clearing 20000 unbilled line item.
* Awarded as a star of the month for consistent performance.
* Part of winning team in All India Mahatma Hansraj Aryan Tournament.
* Appreciated by management for clearing unbilled of 43 countries and completed the project before the timeline.
* Awarded for completion of project within the timeline for SAF marine.
* Awarded for best quarter performer as an invoicing and collectors.

### Personal Details

Date of Birth : 10/09/1986

Marital Status **:** Single

Gender :Male

Pan : BNMKL4521K

Passport : J4563232

Language Proficiency : English, Hindi

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Nationality : Indian

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