Manish Kumar Mishra

**Shanti Nagar , Kisko More , Lohardaga , Jharkhand - 835302**

**Mobile:9523405670 E-mail: manishmishra0588@gmail.com**

Personal Profile Statement

I am a conscientious and confident Credit Controller with a sound experience of Billing and Payment Collection, and the ability to priorities and work under pressure to meet deadlines. In my current job my key achievements have Doing Billing of 5 Corers per month , clearing the Payment issue with customer, and the implementation of an innovative new spreadsheet, allowing a more streamlined approach to analyzing data and payments . Currently, I am keen to find a challenging role within credit control in order to further my experience and develop my abilities.

Achievements

◆ Secured **A+ Grade** in **CORE JAVA** training certificate conducted by **Globsyn Finishing School.**

◆ Best **Employee of the Month** in **GATI-KWE**.

◆ Win **Shabash Card** Two Times in **Varuna Integrated Logistic Pvt. Ltd**.

◆ Win **Spot Excellence Awards Four** Time in **Varuna Integrated Logistic Pvt. Ltd**.

Education

◆ Pursuing MBA (2017-2018) in **Marketing Management** From **Sikkim Manipal University**

◆ **Bachelor Degree** in **Information Technology** from **DIATM** (2013), Durgapur (W.B) with 68.60% marks.

◆ **Intermediate** from **Marwari College, JAC** (Jharkhand) with 60.40% Marks.

◆ **SSC** from **R Chunnilal High School, JAC** (Jharkhand) with 70.80% Marks.

**Work Experience**

◆ **VARUNA INTEGRITED LOGISTIC PVT. LTD.** From Apr - 2017 to Till Date as  **Billing & Collection Executive**

**Main duties performed:**

1.Dealing with Billing and Payment collection from Customer

2.Dealing with internal queries about all billing related issues and payments collection from customer.

3.Meet cash & debtor day targets set by the Firm

4.Chase overdue payment by telephone, email & letter within agreed timescales

5.Maintain accurate records of all chasing activity

6.Handle disputed bills and negotiate to bring payment within the agreed terms

7. Provide accurate advice on billing queries

8.Respond promptly and completely to both client and internal enquirers

9.Undertake account reconciliations as required

10. Ensure monthly processing deadlines are met as required

11. Send out monthly client statements/letters as may be agreed from time to time

12. If any customers stop paying or pay late then we stop providing services, start legal action to collect the money owed (if necessary) and in the case of bankruptcy I have to report to higher management about the strategies to make sure we can recover what we can.

◆ **SAFEXPRESS PVT. LTD.** From Dec - 2016 to Apr - 2017 as an **Operation Executive.**

**Main duties performed:**

1. Document Checking (TP Related Work)

2. Transshipment (Working on Stock and Making Inventory Reports)

3. Looking Delivery for Green Trucks (Small Consignment)

4. Making Daily Basis Delivery Reports

◆ **GATI-KWE** From June - 2015 to Dec - 2016 as a **Associate Service**

**Main duties performed:**

1. Arranging PICKUP and Making daily Basis Reports of Pickup Pending

2. COLLECTION Money for Paid Booking Customer and Give Reports on Daily Basis to Account Department.

3. CUSTOMER HANDLING

4. POD Management

5. SFA (Soft Floor Automation)

6. DOCKET ENTRY

7. TRANSIPMENT

**Achievements & Activity**

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◆ Awards **Shabash Card** Two Times in **Varuna Integrated Logistic Pvt. Ltd**.

◆ Awards **Spot Excellence Awards Four** Time in **Varuna Integrated Logistic Pvt. Ltd**

**Skills**

**Technical:**

**◆ Programming Languages**: Core Java ,SQL, Networking

**◆ Development Tools**: MyEclipse8, GEMS , PROPEL , ERP

**◆ Operating Systems**: Windows XP/7/8,10, Ubuntu

**Others:**

* Well Versed with **GATI -KWE GEMS** software , **Safexpress Private Limited PROPEL** Software AND **ERP** (**Varuna Integrated Logistic Pvt Ltd.** )
* Proficiency in grasping new technical concepts quickly & inherently utilizing it in a productive manner.
* A quick learner with the ability to work under pressure.

**Hobbies and interests**

◆ Listening to Music

◆ Internet Surfing

◆ Travailing

Personal Profile

◆ Father’s Name : Sri. Binodanand Mishra

◆ Mother’s Name : Mina Devi

◆ Date Of Birth : 5th Aug 1989

◆ Marital Status : Married

◆ Nationality : Indian

◆ Languages : English, Hindi, Maithili and Bangla (Beginner).