## KAMLESH DADHEECH

107, Aashutosh Residency, Near Shiv Temple, Subhash Bridge, Ahmedabad (Gujarat)
Mobile: 09624610856, Email-: kamlesh dadheech@yahoo.co.in

# 10 Years of experience in the field of Credit Control Management, Finance and International Accounting.

#### **SYNOPSIS**

- ❖ A dynamic 10 year of experience in Credit Control Management, Finance & International Accounting.
- Strengthen Credit Controlling Management.
- Proactively contact customers via phone and email to recover outstanding payments.
- Ensure queries are resolved as soon as possible and wherever possible collect the payment from customer with the credit terms.
- Checking customer's financials documents and analyzing the risk in doing business.
- Help management in allocating credit to customer with Ratio Analysis from financial data.
- ❖ Liaising with clients to resolve any queries relating to outstanding invoices Reaching targets to reduce the company's debt.
- Manage a ledger of approximately 500 live clients (Including Global Account and Local Account)
- Cash and Cheques Posting and allocation when paid.
- Marinating customer relations and conducting regular field visit.
- Assure Credit Worthiness of potential/ existing customer using credit reporting and Self-Assessment
- Conducting Weekly AR review calls / Meetings with Sales & Key Departments.
- ❖ Identify disputes & Expedite dispute resolutions by coordinating / escalating to respective stakeholders
- Regular and accurate follow-up for outstanding with corporate clients (International & Domestic Customers)
- Preparing Daily Outstanding reports and Making analysis
- Claim Management and Co-Ordination with Internal Legal Dept. for Legal Case related customers
- Handling Corporate Finance (Budgeting, WC Mgmt , Planning , Cost of Capital)
- Managing Accounts Receivable for all Gujarat State (Include Indore & Goa).
- ❖ Handling all the Internal Audit process.
- Monthly Reconciliation of GST, TDS and Bank account statement (Collection and payment account)
- Adept with the knowledge of GST.
- Assistance in Budget preparation and Monthly MIS Reporting and Variance analysis.
- Review and Analysis of Major Non-Operational Expenditures for Cost Reduction.
- ❖ Possess strong communication, collaboration & team building skills with proficiency at grasping new concepts and utilizing the same in a productive manner.
- Effective interpersonal skills with abilities to meet deadlines & work under pressure.
- Ability to work accurately and pay attention to details.
- Handling Accounts Payable part (Making payment to Shipping line, Airlines and to the vendors)

#### **EMPLOYMENT SNAPSHOT**

Since Aug'14 with Expeditors International (I) Pvt Ltd, Ahmedabad as a Supervisor -Finance & Credit Control.

**Company Profile:** - One of U.S. Base largest transportation companies (Freight Forwarding Company), Expeditors moves all sorts of freight. The company's largest business, motor

transportation, operates under brands including Arrow. Besides general freight transportation, Expeditors offers moving services and transportation of items such as cash and construction equipment. Expeditors also provides warehousing services and air, ocean, and rail freight forwarding. The company operates from facilities throughout Seattle (U.S.), which accounts for the vast majority of its sales, and in more than 35 other countries around the world. Founded in 1979, Expeditors International also sells petroleum products and leases containers.

#### Role:

### **Supervisor - Finance : - (Credit Control Management)**

Credit Control Management, Collection of Outstanding Dues, Regular Follow-up with the Clients, Creditors & Debtor Management, Corporate Finance, Internal Audit, Costing of the Company, Checking all Accounts on timely Basis, Monthly reporting – MIS, Cash flow statement and other management reports, Preparing Cost Sheet on Monthly Basis, Preparing Profit & Loss A/C and Balance Sheet,, Support to Statutory & internal auditors, Preparing report for budget to actual expense, Cash Fore Cast / Cash Request, Finalization annual accounts, Preparing Balance Sheet, Profit and Loss A/C, Notes on Accounts Etc, Supports the annual statutory audit by auditor.

## From July'11 to July'14 with A Infrastructure Ltd, Ahmedabad as a Accounts Officer (F/A).

**Company Profile :-** AIL is the <u>largest manufacture</u> of AC pipes & sheet in India supplying thousands of kilometers of pipes all over India including many vital World Bank assisted water supply schemes. KIRTI / LOTUS Brand AC pipes are manufactured at the most modern factory in Hamirgarh, Distt. Bhilwara, (Rajasthan) India. The plant was supplied by M/s Farbe Industrial Development Corporation of Italy, the world leaders in the field. Utmost care is taken to ensure that the pipes produced are of the desired quality. Last year turnover Rs.200 corers. It is a Listed Company which is listed in Delhi Stock Exchange as well as in BSE Stock Exchange.

#### Role:

#### Finance & Accounts:-

Creditors Management (Vendor's Management), Corporate Finance, Handling All Internal Audit, Costing of the Company, Checking all Accounts on timely Basis, Monthly reporting – MIS, Cash flow statement and other management reports, Preparing Cost Sheet on Monthly Basis, Preparing Profit & Loss A/C and Balance Sheet, Checking of Stock Statements of Raw Material, Finished Stock, Support to Statutory & internal auditors, Preparing report for budget to actual expense, Cash Fore Cast / Cash Request, Reconciliation of GST and Cenvat Record, Invoice Auditing.

Finalization annual accounts, Preparing Balance Sheet ,Profit and Loss A/C, Notes on Accounts Etc, Supports the annual statutory audit by auditor, Stock Valuation & Cost Analysis, Ledger Scrutiny, Annual budgeting for next year, Salary Structuring for next year.

#### GST, TDS and Bank Reconciliation :-

Preparation of GST records, Cenvet records, all statutory compliances, Compute & depositing GST liabilities, handling GST audits from time to time. Attend personal hearing on behalf of the company. Assisting in Replies to the show cause Notices. Handling correspondence with GST department.

#### **SCHOLASTICS**

**Diploma in Shipping and Logistics from AMA** (Ahmedabad Management Association) **Company Secretary (Executive)** Passed Group I Form ICSI in 2012. **M.B.A (Finance)** from Rajasthan Technical University secured 59.75% in 2011. **B.Com** from MDS University Ajmer (Raj) secured 55.44% in 2008.

#### IT FORTE

Well versed with Windows 95 / 98 / NT / 2000 /XP / 2003, Computax, MS Office Word, Excel, Tally and Internet Applications.

## **PERSONAL DOSSIER**

Father's name : Ghanshyam Dadheech

Date of Birth : 24-10-1987 Languages know : Hindi, English

Traits : Workaholic, Punctuality, confidence
Permanent Address : M-74 C.S.A.Nagar, Bhilwara (Rajasthan)

Notice Period : 1 Months

Date:

Place: Ahmedabad. (Kamlesh Dadheech)