**AMIT SHRIVASTAVA**

B-1/304, Fortune Kasturi, Jatkhedi,

Near Sagar Abhinav Palace, Hoshangabad

Road, Bhopal (M.P.) Pin- 462026.

Country: INDIA

amitshrivastava2004@hotmail.com

Current Location: Ahmedabad

Mobile: 9009799130

**Middle Management level positions in Commercial Functions (Branch Annual Br. Turnover- 90 Crores ), Credit control, Collection, Administration, Statutory Compliance with leading organisations.**

**ORGANIZATIONAL EXPERIENCE**

*Current Designation:* **BCC (BRANCH COMMERCIAL CONTROLLER).**

* *Current Company:* **KAIL LTD.**
* *Functional Area:* Finance & Accounts
* *Designation:* (BCC-Branch Commercial Controller)
* *Date of Birth / Gender:* 09 Oct 1978 / Male
* *Total Experience:* **13+ Year(s)**
* *Current CTC:* 6.80 Lakhs + Other Perks(CCA+Incentives).
* *Highest Degree:* **Exe. M.B.A (Finance)**
* *Phone:****9009799130***

**ORGANISATIONAL EXPERIENCE : .**

**BCC (Branch Commercial Controller)- Brand- SANSUI-KELVINATOR Group Company of Videocon Industries Ltd.–*Finance & Accounts****.* April'14 *Till Date*

Handling accounts of Ahmedabad Branch (Regional Office), monitoring of payment collections & banking on daily basis. Dealer/Distributors and MT Scheme Working / issuance of credit and debit notes, CD working and issuance of credit note to dealer/dist. as per credit terms. Reconciliation of dealers /vendors /customers /bank & cash a/c. Booking /Reimbursement of Vendor/Employee expenses. Co-ordinate with sales heads/team for timely recovery. Monthly Visit to Dealer/Distributors Counters and collect BC’s and settle their issues. Coordinate/Handle Internal/External Audits. MIS Preparation- Daily/Weekly and Monthly. Monthly provision & other branch commercial activities.

**BCS (Branch Commercial Support)- Videocon Industries Ltd.–*Finance & Accounts****.* *Sep 2010 To 31st Mar 2014 (Transferred to KAIL LTD, Promoted as BCC (Branch Commercial Controller from 01st April'14)*

Handling accounts of Bhopal Branch, monitoring of payment collections & banking on daily basis. Dealer/Distributors and MT Scheme Working / issuance of credit and debit notes, CD working and issuance of credit note to dealer/dist. as per credit terms. Reconciliation of dealers /vendors /customers /bank & cash a/c. Booking /Reimbursement of Vendor/Employee expenses. Co-ordinate with sales heads/team for timely recovery. Monthly Visit to Dealer/Distributors Counters and collect BC’s and settle their issues. Coordinate/Handle Internal/External Audits. MIS Preparation- Daily/Weekly and Monthly. Monthly provision & other branch commercial activities.

**FIBERFILL ENGINEERS** as ***.* Sr. Manager** - *April 2010 to Sep 2010*

Handling accounts activities of entire company. Keep tracking of fund allocation for plant/site activities, tracking of timely return (VAT ( 17 states ), TDS/Service tax etc). Handling corporate loans, monitoring production planning and fund management. Audit planning, Timely payment of vendors, customer etc. Handle Assignment for Replace Accounting Package Tally with New ERP system for finance & production etc.

**BAJAJ ALLIANZ GENERAL INSURANCE COMPANY LTD.** as *BRANCH ACCOUNTANT*   
*Oct 2006 to Mar 2010*

**Worked With BAJAJ ALLIANZ GENERAL INSURANCE COMPANY LTD. as BRANCH ACCOUNTANT from OCT 2006 to Till Mar'2010.**

Handling accounts of Chattisgarh State (5 branches- Raipur, Korba, Bilaspur, Ambikapur and Bhilai). The work involved – Monitoring/Reconciliation daily collection (cash & cheques), monitoring of daily accounting Activities with Other Department., sending collection & commission analysis reports to HO., Releasing commission to agents, Reconciliation of accounts (Agents, Collection, Bank, PDA, A/R, Vendors, Co-Insurance, BG (Bank Guarantees) etc.), Deposit of cash/cheques into bank account., Allocation of Accounts, Provision of branch expenses. Branch budgeting. Co-ordination with internal & statutory auditors for audits. Co-ordinate with sales heads/team for timely recovery. Co-ordinate with PSU’s for Balance Confirmation as well as Coinsurance Premium payment or Recovery. Branch financial activities (commercial activities).

Handling cancellation & refund cases, Processing Transfer of insurance & substitution of insurance, Co-coordinating with Sales managers and Insurance consultants for pending cases to achieve persistency. Complete the targets given by HO within deadline.

Coordinate/Guide Operation/U-W team for smooth working, Improve/suggest check points for multiple checking/Scrutiny of documents. Check Cover note management (Checking Issuance and Recovery.)

**AKAI CONSUMER ELECTRONICS INDIA LTD.** as *Account Officer- Aug 2005 to Sep 2006*

Handling Accounts of Chattisgarh Branch. The Work Involved o Dealer's Lifting and Scheme working., Sending sales & collection reports to HO., Scheme settlement of dealers, reconciliation of dealers accounts, issue credit/debit notes to dealers, raised invoice of dealers., Deposit of Cash/Cheques into Bank Account., Working of sales tax, entry tax etc.

**VIDEOCON INTERNATIONAL LIMITED** as *Account Officer* - *Mar 2004 to Feb 2005.*

Independently handling the Chhattisgarh branch, sending sales & collection reports to HO, scheme settlement of dealers, reconciliation of dealer’s accounts, issue credit/debit notes to dealers, raised invoice of dealers, Sale tax & Entry Tax working. Finalization of VIL-AC Div and others concern.

**WIT COMPUTER ACADEMY** as a Account Officer- Mar’2002 to Jan’2004

Handling Accounts of Branch. The work Involved Daily Collection/Payment reports to Higher Authorities. Bank/Petty Cash Control, Reconciliation of Bank, Cash and Vendor Payment. Follow ups with Team for o/s Payments. Handling Admin and Saturatory compilance.

**ACADEMIC CREDENTIALS .**

* ***Exe.*** MBA –Finance from Vinayaka Missions University.
* ***PG:***M.Com (Commerce) from Bundelkhand University-Jhansi in 2002
* ***UG:***B.Com (Commerce) from Bundelkhand University-Jhansi in 2000

***Other Qualifications/Certifications/Programs:***

* HDSE (3 Yrs Higher Diploma in software Engineering) From Aptech Jhansi (U.P.)
* (CIC) -Certificate in Computer from IGNOU.

**IT SKILLS : .**

Well versed with Windows all Versions (Win 3.8 to Win 8.1), MS Office (Word, Excel PowerPoint), Internet, FTP, Lotus, Outlook Express, Conversant with **ERP (SUN SYSTEM), SAP** applications, Tally. Designing Software - Adobe Pagemaker, Corel Draw, Adobe Photoshop Etc.