

# **Nitindas Kallingal**

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I am result oriented an experienced individual & dedicated business professional, who would like to express his skills in passion for service industry and work within an organization which will benefit and support my interest in this field. I have a history of providing effective leadership that focuses on total organizational coordination to efficiently manage operations, provide innovative concepts, to supervise high performance teams and oversee staff, I have a track record of exceeding goals, I am a methodical worker, used managing heavy workloads and a reliable team member always willing to go the extra mile. I thrive under pressure and use my initiative to overcome obstacles.

## **Summary: -**

- ✦ 8.2 Years of experience (including Auditing, Account Administration and Reconciliation) in face-to-face Customer Service along with dealing over phone.
- ✦ Proven skills in Auditing, Performing Reconciliation daily for UK and Spain countries.
- ✦ Knowledge of Office Applications: Microsoft Office 2007, Office 2010, experience as well as Oracle R12, Costar, Duty-Sub Ledger, ECS and ARCS.
- ✦ Coordinating with AR Cod and Accenture team for reconciliation of payment received from the customers (for duplicate payments, incorrect payments, credit notes) also, team handling, scheduling & handling Clients database.
- ✦ Highly developed administration and clerical skills
- ✦ Ability to relate to a diverse range of people from different cultural backgrounds, ages, and socioeconomic types to maintain client relationship.
- ✦ Highly adaptable, welcome challenges, new responsibilities & opportunities to learn new skills.
- ✦ Ability to work in pressure, mature and willing to take responsibilities.
- ✦ Self-Motivated, Hardworking, Task-oriented, Solution-oriented & Dependable
- ✦ Interpersonal skills for resolving conflict, helping & relating to people.
- ✦ Organized, Management & Leadership to supervise, direct and guide individual & groups in task completion, day to day skills to assist in promoting effective production and work satisfaction.

## **Areas of Expertise: -**

<b>Leadership</b>	<b>Supervision</b>	<b>Process Enhancement</b>
<b>Forecasting of Work</b>	<b>Resource Co-ordination</b>	<b>Project Management</b>
<b>Planning and Execution</b>	<b>Liaison &amp; Networking</b>	<b>Health &amp; Safety</b>
<b>Time Management</b>	<b>Facilities Co-ordination</b>	<b>Multi-level adaptability</b>
<b>Customer Service</b>	<b>Build Effective Teamwork</b>	<b>Achieved TAT for Every Task</b>

## **Work Experience: -**

**Specialist EU AP Reconciliation UPS Logistics Pvt. Ltd. December 2022 – Present**

**Specialist EU AR Reconciliation UPS Logistics Pvt. Ltd. January 2022 – November 2022**

**Worked as Sr. Executive in US Accounts Payable, from December 2013 to till June 2019**

## **Achievements: -**

- ✦ Rewarded as Best Performer and for Teamwork in the month of January 2015 (UPS).
- ✦ Founder's Day award in the month of August 2016 (UPS).

**Principal Accountabilities:**

**Management: -**

- ✦ Maintained a documented system for Process US AP and Monitors as well as maintains assigned queue of customer accounts for UK and Spain for EU AR Recon.
- ✦ Ensuring the accuracy with regards to Audit requirements, internal procedures and EWAPPMs regulations and Daily reconciliation of AR systems (ARCS, ECS,) and bank.
- ✦ Oversee the operations of the accounting department, for achieving the department's goals and objectives.
- ✦ Oversee the timely and accurate payment.
- ✦ Accountable for payment query
- ✦ Conducted Entry of invoices and matching to purchase order and non-purchase order
- ✦ Responsible for managing Accounts receivables, controlling unapplied cash items by means of reconciliation and ensuring that disputed items are reviewed, and necessary action taken to resolve accordingly.
- ✦ Timely follow up with customers (via phone, e-mail, letter) concerning unallocated cash
- ✦ Identifies and resolves basic and routine issues impacting payment for both UK and Spain

**Roles and Responsibilities: -**

- ✦ Ensure that accounts payable is paid in a timely manner, ensure that accounts receivable is collected promptly.
- ✦ Process payroll in a timely manner, ensure that periodic bank reconciliations are completed.
- ✦ Ensure that required debt payments are made on a timely basis, Maintain the chart of accounts.
- ✦ Maintain an orderly accounting filing system, Maintain a system of controls over accounting transactions.
- ✦ Ensure that proper allocation of payments received in UPS bank account to respective invoices, timely follow up with customer on unapplied payments, to maintain the accuracy of the AR ledger.
- ✦ Knowledge of specific UPS systems (both SP & SCS) as well as frequent customer contact via Phone and email (internal and external)
- ✦ Reconciliation between Costar and Duty Sub Ledger Application.
- ✦ Setting-Up Contracts in Costar Application.
- ✦ Journal Creation
- ✦ Sending E-mails to Country and AP Dept. for correction in invoice/contracts if any.

**Reporting: -**

- ✦ Recommend benchmarks against which to measure the performance of Process.
- ✦ Prepare Error and Efficiency report.
- ✦ Calculate and issue financial and operating metrics, Manage the production report and forecasts.
- ✦ Calculate variances from the report significant issues to management.
- ✦ Provide daily and weekly production counts to Management.

**Personal Details: -**

- ✦ Date of Birth – 31st December 1991
- ✦ Gender- Male
- ✦ Marital Status- Married
- ✦ Nationality- Indian
- ✦ Passport- Yes
- ✦ Hobbies- Swimming. Wanderlust, Collecting Vintage Bikes, etc.

**Academic Qualification:**

2019-2020- Post Graduation  
Diploma In International Business  
(PGDIB) Pune  
University  
2013- Bachelor In Business  
Administration (BBA in  
Finance) Pune University

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