

ANIL KUMAR MITTAL

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In quest of senior level assignments in Sales Administration / Credit Control /Logistics / Commercial Operations with an organisation of repute.

SYNOPSIS

- A professional with over **20 years** experience in Sales Administration, Credit Control, Commercial Operations, Logistics.
- Presently associated with a **reputed Manufacturer of Industrial Rubber Products as Sr. Manager – Sales Administration.**
- Adept at planning of sales administration and Credit Control functions & coordinating with customers /sales personnel/ transporters, for ensuring smooth operations for cost effective logistic operations & seamless materials reaching to customers in time.
- Displayed proficiency in analysing accounting activities & executing reconciliation with MIS.
- An effective communicator with good relationship management skills with ability to relate to people at any level of business.

AREAS OF EXPERTISE

Sales Coordination

- ✓ Preparing overall business plans based on the inputs / plans and budgets on yearly basis.
- ✓ Managing operations across administration, accounts, Credit Control, payouts, invoices and sales.
- ✓ Ensuring the speedy resolution of client queries & grievances to maximize satisfaction levels by providing them proper feedback.
- ✓ Monitoring documentation including preparing data in respect to Sales, bills, Stock and Collection including, and other prescribed forms & transmitting MIS reports to top management.

Credit Control

- ✓ Management of Key Customers Accounts. Collection, Control over Outstanding.
- ✓ Timely Reaction to Potential Past Due.
- ✓ Manage complete MIS function for Management (AR reconciliation, Debtors Schedule, DSO Money Average Analysis, Working Provision for Doubtful Debts.

Logistics

- ✓ Devising and effectuating innovative strategies for ensuring smooth transportation of goods resulting in customer satisfaction.
- ✓ Taking adequate measures to monitor and analyze the performance of transporters lines pertaining to cost, quality and delivery norms.
- ✓ Overseeing the logistic functions and negotiating with transporters for cost effective transport solutions and clearances.
- ✓ Monitoring and analysing the loss in transit and undertaking measures to control the same.

Accounting Management

- ✓ **Stock Accounting**
 - Maintaining stock records on monthly basis
 - Implementing stores system by monitoring material movement in stores.
- ✓ **Sales Accounting**
 - Managing sales accounting function and credit control a/c, preparing debtors reconciliation statement. Credit Risk management including new application reviews, customer creations and credit limit increases appraisals based on relevant security, financials and payment performance. Periodic reviews of high-risk customers.

CAREER GRAPH

Presently Working with leading Manufacturer of Industrial Rubber Products Since **June'15** as Sr. Manager – Sales Administration :

- To implement and follow the execution of sales policies of the company in the market.
- To allocate and manage, to achieve Sales and collection Targets assigned to all sales staff.
- Effective execution of sale/trade schemes in the market. Report on its results.
- Maintain and execute proper distribution channel of Super stockiest and town stockiest.
- Selection and maintaining of competent sales staff territory wise.
- Execution of product placement in the market.
- Identifying the weak areas of operation and rectifying them with strong measures.
- Execution of reporting system from field force on daily basis.
- Motivate sales field force in the interest of the company and make them earn incentives on achievement of sales and collection targets.
- Ensure timely processing of travel bills of staff and BA salaries.

Credit Control

- Recovery of old outstanding and meeting commitment to management on outstanding.
- Monitor outstanding in books of account and limit the amount of credit.
- Maintain revenue earning level month wise.
- Execution of settlement of claims in time.
- Settle all old disputes pertaining to claims of goods return/BA salary/display/scheme, etc.
- Periodical MIS related to Collection & Shortfall.

**Barflex PolyFilms Pvt Ltd
(Flexible Packaging)**

Manager – Sales Administration

Apr'13 – May'15

- Follow up with Key Customers for payment on regular / daily basis through phone / E-mails.
- Credit history of existing client at the time of business login.
- Management of key customers Accounts, collection, control over outstanding. Timely reaction to potential past due, reconciliation of accounts with Key Clients, give instructions to allocate payments , credit notes etc.
- To coordinate with legal counsel to ensure timely delivery of documents and get the update from him for cases filed.
- Monthly reporting to management providing explanation on major past dues and actions in place, credit control & past due reports & analysis.
- Monitors collection team projections across the debtors to perform variance analysis.
- Analysis of Quality Complaints and reporting the same to Management.

**Natures Essence Pvt Ltd
(Cosmetics Products)**

**Senior Manager
Marketing MIS**

Jan'10 – Mar'13

- Developed, implemented systems & processes for enhancing the efficiency of Marketing MIS department by generating various reports.
- Responsible for sales order management, credit control and inventory control.
- Provide MIS support to top management related to sales , Sales Staff and stocks.
- Monitor PAN India Super Distributor for Stock Movement , Market Outstanding etc. by which SD releases the payment on time.
- Handling additional portfolio of Modern Trade / Institutions.
- Control over the returns & replacements and reporting the same to management.

**RDM Care India Pvt. Ltd.
(AYUR COSMETICS)**

**Manager
Logistics & MIS**

Jan'07 - Jan'10

- Developed, implemented & monitored systems & processes for enhancing the efficiency of logistics department.

- Responsible for sales order management, credit control, logistics and inventory control.
- Provided MIS support to top management related to sales and stocks.
- Conducted depot / C&F audit across India and implemented the various MIS reports and conducting physical verification of stocks at CFA warehouse.
- Handled **additional portfolio of Modern Trade / Institutions and registered the SKU's with WalMart, Aditya Birla, Reliance Retail, Spencers, Big Bazar, Khushali Bazar etc.**
- Monitoring the timely delivery of material to respective CFA by which sales doesn't suffer.

Tecumseh Products India Pvt. Ltd. **Assistant Manager Marketing** **Dec'05–Dec'06**

- Generated various MIS reports required by management.
- Handled commercial issues and queries of the key customers and regional offices.
- Liaison with regional offices across India.
- Worked in a fully computerized environment and using the Oracle based ERP Package.

Dr.Willmar Schwabe India Pvt. Ltd. **Deputy Manager**
Jul'97–Dec'05

Sales Administration

- Developed, implemented & monitored systems & processes for enhancing the efficiency of sales administration department.
- Monitored & serviced the Sales Team across India.
- Provided MIS support to the senior management to facilitate strategic decision making.
- Provided on-line support to domestic / overseas customers.
- Inducted the sales force on trade policy, order processing, execution , credit control and distribution.
- Liaison with production, stores, finance department, regional office & internal customers regarding deliveries, payment of dues etc.
- Handled operations at Calcutta and Patna Branch office.
- Worked in a fully computerized environment and using the latest software MOVEX 11.4 (ERP Package) under AS 400 platform.

Ethical Enterprises **Manager – Operations** **Mar'95–Jun'97**

- Managed C & F operations and administration.
 - Handled book keeping and reconciliation of sales office / zonal accounts.
 - Coordinated with banks and government authorities related to sales tax, drug administration.
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ACADEMIA

Diploma in Computer Applications	Indian Education Centre	1993
B.Com	University of Delhi	1992

TRAINING ATTENDED

Corporate Training Program on Customer Satisfaction
PHD Chamber of Commerce, New Delhi

PERSONAL DETAILS

Date of Birth : 4th August 1969