

# ARUN KUMAR JAISWAL

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## CAREER OBJECTIVE

An individual with exceptional knowledge of financial system, policies & rich working experience as a Credit Control looking for the job position in a reputed company so that I can utilize my skills, attention to detail & hardworking nature for my benefit & that of the company.

## AREAS OF EXPERTISE

- A dynamic & result driven professional with over 12 years credit control & Account Receivable experience of dealing with high volume/value collections including B2B & B2C.
- Track record of collecting complex aged debt & reducing DSOs.
- Builds and maintains close links with all customers, to ensure smooth running of accounts and encourage timely recovery of payments.
- Manage sub-team of Credit Controllers comprising of approximately 5-6 FTE, to ensure all outstanding debts are pursued and collected in accordance with procedures and in line with performance and quality standards set out for the Order to Cash team.
- Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.
- Hands on experience in resolving complex credit issues.

## ORGANIZATIONAL EXPERIENCES

### Loconav India Pvt Ltd (BT Techlabs) – Manager Credit Control & Receivables - August 2018- January 2024

BT Techlabs operations started out in 2015 with the aim to make smooth fleet operations accessible to every business. And thus, LocoNav was born. LocoNav aims to deliver a single platform to run and manage your fleet operations with ease. Our end-to-end solutions ensure that we are with you at every step of the entire fleet management life cycle.

#### Key Job Responsibilities:

- Creating procedures and policies that ensure timely payments while maintaining a high level of customer retention.
- Monitoring daily transactions posted in AR (All India Local & Foreign) and Ensuring appropriate approvals are obtained from concerned branch wherever applicable.
- Daily reconciliation pertaining to local receivables, tracking cheque dishonor cases, co-ordination with branches for the recovery against such cases and updating related data.
- Timely updating of all credit control records in ERP as well as excel sheets maintained for internal records.
- Daily/Weekly/ Monthly/ MIS reports related to credit control function viz. daily collection report, outstanding report, doubtful debt reports, report for AR meetings, etc.
- Checking AR codes created for local customers on weekly basis and trying to ensure that the local AR is clean.
- Verification and data updating in ERP for refund/ Commission cases before the papers are forwarded for approvals and payment processing.
- Sending balance confirmation letters at the end of each calendar quarter and maintaining proper record of mails sent, confirmations received. Co-ordination with all branches if any clarifications are sought by the customer.
- Ability to take charge of any other task assigned by the management.
- Setting area-wise collection targets & tracking of the collections with the set target & to ensure, teams strive to meet the target.
- Coordination with finance team on different parameters including GST, TDS accounting & UNCR movement.

## **DHR Holding India Pvt Ltd. - November 2016-July 2018 - Executive Credit Control & Collection –(on payroll of TEAMLEASE)**

DHR Holding India Pvt Ltd. operates as a subsidiary of Danaher Corp. The Danaher Corporation is a globally diversified conglomerate with its headquarters in Germany. Its products are concentrated in the fields of design, manufacturing, and marketing of industrial, healthcare and consumer products. It operates in four segments: environmental & applied solutions, life sciences, diagnostics, and dental.

### **Key Job Responsibilities:**

- Creating procedures and policies that ensure timely payments while maintaining a high level of customer retention.
- Check customer's credit and approve or deny applications based on company standards and requirements.
- Track and resolve outstanding payment issues and generate weekly aging reports in a timely manner.
- Develop the credit control system in collaboration with Sales and service, Finance and company executives.
- Improve and implement debt collection processes when there are any overdue invoices or payments, and initiate legal procedures if necessary.
- Monitoring debtor balances to ensure a reduction in debtors DSO.
- Assure complete account reconciliation of customers in every quarter.
- Assist with month-end closing.
- Interact with customers to resolve outstanding issues via phone, email, mail or personally.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Maintaining contact with clients to ensure invoices are clear for payment.
- Resolving queries both internally and externally around outstanding invoices.
- Interaction with critical customers for payment follow up or other related issues.
- Work closely with LC, Bank Guarantee, receipt accounting and any other work related to accounts receivable.
- Prepare and process weekly payments, which include cheques, and Automated Clearing House (ACH).
- Coordination with finance team on different parameters including GST, TDS accounting & UNCR movement.
- Interaction with team & HO for resolving tax issues/billing issues or any other matter with respect to receivables.
- Manage and verify all expense reports, ensuring their compliance with company policies.
- Monitor accounts to ensure payments are up to date.



## **Ceasefire Industries Pvt. Ltd. April 2013 - November 2016 - Senior Executive Credit Control.**

Ceasefire, India's most trusted fire safety and security brand is today a holistically integrated Fire Safety & Security solutions conglomerate. The pioneer brand in the domain, Ceasefire has been the name synonymous with new age technologies that have been far ahead of their times. Every Ceasefire product conforms to highest global standards and carries a host of international quality certifications.

### **Key Job Responsibilities:**

- Ensuring credit and collection policies and procedures are followed within your team.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Establish and strong follow-up process for collection with Regions Heads, HOL and Customers.
- Maximize cash collection and minimizes levels of overdue debt.
- Resolve all issues rose internally and externally around outstanding invoices.
- Extending support to Installation & Service teams with respect to boosting the overall collections.
- Liaising with customers, as well as internal personnel including the sales team.
- Maintain strong relationships with all clients to ensure invoices are clear for payment.

- Follow-up for C form, I form & H form collection & Other Receivables.
- Work closely for LC, Bank Guarantee, receipt accounting and any other work related to accounts receivable.
- Verify the accuracy of vendor invoices and confirm that the correct general ledger account codes are used.
- Generate payment to vendors on a routine schedule and match the check with backup for review by the financial manager.



## **Schindler India Pvt. Ltd. April 2010 - April 2013- Credit Control Officer**

Schindler India is a 100% owned subsidiary of Schindler Group. Founded in Switzerland in 1874, the Schindler Group is a leading global provider of elevators, escalators and related services. "Leadership through Customer Service", is the cornerstone of Schindler India's growth strategy and which is evident with our service presence across 50 major cities which include our 14 branch offices in the country and is head-quartered in Mumbai.

### **Key Job Responsibilities:**

- Ensure the provision of an effective credit control function for all debtors, ensuring that procedures are in place to review outstanding debt, and implementing credit control arrangements in a sensitive and professional manner.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.
- Extending support to Installation & Service teams with respect to boosting the overall collections.
- Verify the validity of account discrepancies by obtaining and investigating information from sales, customer service departments and customers.
- Post customer payments by recording cheques, NEFT & RTGS transactions and entering them into the general ledger or accounting software.
- Prepare cheque payments for bank, totaling and recording the deposit amounts, filling out deposit slips and bundling the funds and slips; making deposits at the bank.
- Ensure customers pay on time and chase any overdue invoices and statutory documents.
- Resolve collections by examining customer payment plans, payment history, credit line, coordinating contact with service department.
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing MIS reports.
- New equipment order booking process – Approving the New Equipment orders in system after verifying all the documents, approvals & other parameters as per company policies.
- Repair order booking process – to ensure orders are booked in system as per the guidelines.
- Keep track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Paying employees by verifying expense reports and preparing pay cheques.
- Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments.

### **ACADEMIC DETAILS**

- Completed Graduation in Commerce from CSJM University, Kanpur in 2004.
- XIIth from D. A. V. Inter College, Gorakhpur in 2001.
- Xth from S. S. Janta Inter College, Maharajganj in 1999.

### **IT SKILLS**

- MS-Word, Excel
- SAP software
- ERP Software
- Internet Applications.

## **PERSONAL DETAILS**

Date of Birth: 7<sup>th</sup> Aug 1982  
Languages Known: English & Hindi,  
Status: Married

## **DECLARATION**

All the above information is correct to the best of my knowledge and I shall be held responsible for any discrepancy.

Date:

Place: **New Delhi** (Arun Jaiswal)

