

Komal Rani

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Professional Summary

Experienced and results-driven Accounts Receivable (AR) Executive with a proven track record of improving financial operations and increasing revenue. Skilled in developing and implementing strategies to streamline billing processes, enhance customer relationships, and improve collection rates. Proficient in credit management, risk mitigation, and collaborating across functions. Experienced in using technology to improve efficiency and accuracy in managing receivables. Capable of analyzing data to provide actionable insights for continuous improvement. Committed to delivering exceptional results while prioritizing customer satisfaction and organizational objectives.

Experience

AR EXECUTIVE | 12/2023 - Current

Phenom People Private Limited - Hyderabad

Key Accomplishments:

Exemplary customer service in efficiently managing receivables, with a focus on optimizing cash flow, strengthening customer relationships, and minimizing credit risk. I drive improvements in billing processes, collection rates, and overall efficiency by implementing strategic initiatives, fostering collaboration, and leveraging technology. My role includes developing and implementing credit policies, resolving discrepancies, and analyzing performance to ensure the organization's financial health and success. Utilized QuickBooks, NetSuite, ZOHO Books, and ZOHO People for seamless financial management.

Responsibilities:

Reduced Aging Receivables
Improved Collection
Enhanced Customer Relationships
Reporting and Analysis
Collecting timely payments
Posting receipts promptly
Working with a billing system generating invoices
Maintaining customer accounts
Raising and sending invoices to customers
Posting payments to customer accounts
Tracking overdue invoices and following up on them

Experience

FINANCE EXECUTIVE & PMO | 09/2021 - 12/2023

Divami Design Labs Private Limited -

Hyderabad

Responsibilities:

Timesheets Management

- Facilitated employee timesheet submissions and generated timesheets.
- Collaborated with managers for internal timesheet follow-up.
- Compiled and submitted external timesheets to clients.

Pre-Invoicing

- Coordinated with employees to complete and submit timesheets.
- Generated timesheets and managed internal follow-ups with managers.
- Collected external timesheets and forwarded them to clients.

Invoicing Process

- Worked closely with employees to ensure accurate timesheet submission
- Generated timesheets and followed up internally with managers
- Gathered external timesheets and sent them to clients

Post-Invoicing Activities

- Updated QuickBooks with invoicing data and managed follow-ups
- Conducted personalized follow-ups with clients
- Gathered and documented external timesheets for record keeping

Tracker Updates

- Maintained design and invoice trackers, ensuring data accuracy
- Managed invoice tracker and maintained an updated invoice status list
- Generated weekly employee reports and managed MSA & SOW documents
- Maintained a weekly timesheet tracker to monitor project hours

PROJECT FINANCE TRAINEE | 09/2019 - 09/2021

AMP Energy India Private Limited - New

Delhi Maintenance of MIS

- Compiled and produced monthly billing data for projects and debtor receivables.
- Monitored bank guarantees and letters of credit to optimize financial management.
- Handled company credit ratings, ensuring timely updates.

Bank Guarantees & Letter of Credits

- Prepared and submitted bank documents for BG/LC issuance across diverse projects
- Facilitated Doc Arrival Notice acceptance for vendor payment with the bank

CMA Data Preparation

Compiled and prepared of CMA data for submission to bank

NDS Submission

- Periodically submitted Non-Disposal Undertaking Statements (NDS) for all companies

Document Coordination

- Assisted in the documentation of Pledge Agreements and Loan documents
- Coordinated with lenders to complete documentation for working capital facility sanctioned by the bank.

Data Collection & Timeline Management

- Managed the collection of data from various teams and ensured adherence to timelines

Regulatory Compliance

- Ensured compliance with financial and regulatory requirements

Assisted in credit rating

- Supported credit rating activities to maintain accurate credit assessments.

INTERNSHIP STUDENT

LNP Oils & Chemicals Pvt. Ltd

Skills

- Financial Management
- Customer Service
- Problem Solving
- Invoicing
- Timesheet Management
- Contract Management
- Reporting, Software Proficiency (QuickBooks, ZOHO Books, ZOHO People)
- Microsoft Office
- Advance Excel
- HTML (HyperText Mark up Language)
- Java Net Beans
- Analytical Skills
- MYSQL
- Ability to Work under Pressure
- Teamwork
- MIS Management
- Regulatory Compliance
- Data Coordination
- Credit Rating Support

Education

Guru Gobind Singh University - New | MBA

Finance, HR

- Project report on Influence of Social Media (Facebook) on Consumer Purchase Decision in 1ST Semester MBA
- Research Project on Customer Satisfaction towards the products and services of Oils And Chemical in 3rd Semester MBA
- Research Project on "A Comparative Study on Financial Performance of SBI and ICICI Bank" in 4th Semester MBA

Delhi University - New | B.Com Hons

Commerce

Dashmesh Public School -

12thCBSE Board -

Intermediate

Commerce with maths

Project on JAVA and MYSQL in class XII

Dashmesh Public School, CBSE - 10th

Certifications

- Financial Modelling Course From Ernst & Young
- Tally

Languages

- Hindi, English, and Telugu