

# 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**

#### **DelhiMaintenance 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**

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## **Skills**

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| <ul style="list-style-type: none"><li>• Financial Management</li><li>• Customer Service</li><li>• Problem Solving</li><li>• Invoicing</li><li>• Timesheet Management</li><li>• Contract Management</li><li>• Reporting, Software Proficiency (QuickBooks, ZOHO Books, ZOHO People)</li><li>• Microsoft Office</li><li>• Advance Excel</li><li>• HTML (HyperText Mark up Language)</li></ul> | <ul style="list-style-type: none"><li>• Java Net Beans</li><li>• Analytical Skills</li><li>• MYSQL</li><li>• Ability to Work under Pressure</li><li>• Teamwork</li><li>• MIS Management</li><li>• Regulatory Compliance</li><li>• Data Coordination</li><li>• Credit Rating Support</li></ul> |
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## **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 -**

#### **12th CBSE 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

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## **Languages**

- Hindi, English, and Telugu