

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: -

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

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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