

# ASHUTOSH MAJHI

FINANCE COORDINATOR

PHONE | (+91) 8093134273

EMAIL | ashutosh8093@gmail.com

LOCATION | Cuttack, INDIA

EXPERIENCE | 6 Years 8 Months

## Key Skills

- Computer Operating
- Process Expert
- MS Office
- Finance
- Operations
- Accounts Receivable
- Accounts Receivable Executive
- Cash Applications
- O2C
- Cash Allocation
- Credit Collection
- OTC
- AR
- Bank Reconciliation
- P2P
- R2R
- Payables
- Credit Control
- Invoice Processing

## Certification

## Profile Summary

Detail-oriented and results-driven finance professional with extensive experience in Cash Application & Order to Cash (O2C) processes. Proficient in processing various US payments with a focus on accuracy and efficiency. Skilled in customer service, collections, and financial analysis, with a proven track record of providing strategic financial feedback. Adept at resolving payment inquiries and disputes while ensuring compliance with established controls. Seeking opportunities to leverage expertise in a dynamic financial environment.

## Work Experience

### Finance Coordinator

Ups Logistics

05/2021 - Present

Working as a Coordinator in Accounts Receivable Process (Cash Collection and Application) Highly Skilled and detailed oriented Cash Application Specialist with a strong commitment to customer service. Adept at working independently with little to zero supervision, as a part of a team. Roles and Responsibility: As a primary responsibility Order to Cash (O2C) is the basic performed. Processing US payments, (ACH, WIRE, CHECK) payments of CITI BANK and WELLS FARGO with high accuracy and high counts as well as high dollar payments. Working on outstanding centra wherein we send misapplied funds or the fund which belongs to other business units to correct business units.

- Pgdc
- The Fundamental Of Digital Marketing

## Languages

- Oriya
- English
- Hindi

## Social links

- [www.linkedin.com/in/ashutosh-majhi](https://www.linkedin.com/in/ashutosh-majhi)

Perform reporting activity on daily basis and floor support. Working on Refund payment processing. Follow Up with collectors, Customers for their queries (via Email, IM & Calls). Experience in Cash Application and Refund Packets. Sending AR statement to customer and bad debt list to third party collections. Invoice processing to their accounts with maintaining accuracy TAT & other SLA. Email Customer for remittances. Updating Customer Address & Contact in data base. Write Off small Balance dues. Performing Internal Audits. New Customer set up for ACH /Wire. Solving payment inquires & dispute through RNT received internally and externally. Preparing aging and production reports. Experience in customer service and client interaction. Experience in work allocation, escalations, query handling. Prepare the Refunds and audit the refund packets. Identify and correct the misapplied payments. Archived records, distribution of mail from lock box and scanning of documents. Collaborate with customer service and sales function to ensure highest level of customer satisfaction

**Work Summary:**

Reconcile Cash - Balance Accounting system funds against bank deposits. Cash application is responsible for (Cash suspense, general suspense, refund clearing, unapplied cash). Post Payment - Lockbox Manual and automated application of EFT, Credit cards, Wire, ACH, Check Payments from Citi Bank and Wells Fargo.

## Financial Administrative Assistant

Ups Logistics

06/2017 - 05/2021

Working as a Financial Administrative Assistant in Accounts Receivables Process. Process payments (ACH, WIRE, CHECK) Payments of CITI BANK and WELLS FARGO BANK with high accuracy. Ensure timely closure of payments with a high degree of accuracy Respond to customer queries through email Research unapplied payments and work with the customer (email) to identify the root cause and resolve open issues on account Work with internal teams to drive process improvements

and resolve escalations and discrepancies on customer account Conducting refresher training with the team on new updates

## Education

### M.Com - Commerce

2017

Utkal University

Grade - 71.34%

### B.Com - Commerce

2015

Utkal University

Grade - 51%

### 10th

2009

Odisha , Oriya

Grade - 75-79.9%