

CURRICULUM-VITAE

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OBJECTIVE:

Seeking Professional Knowledge regarding Accounts Receivables in order to display my skills and abilities in Organizational atmosphere.

Expertise

Hands on experience in O2C

Process Documentation

Proactive communication

EDUCATIONAL QUALIFICATIONS :

- M.COM from Pune University in 2016
- B.COM from Pune University in 2014

CERTIFICATIONS :

- MSCIT : Basic Computer Knowledge
- Tally ERP 9.0 version

WORK EXPERIENCE :

A Commerce Post Graduate from Pune University with eight years of work experience in Accounts Receivable and Teaching in reputed Company/School.

1. Company Name : WNS

Designation : Lead Associates

Duration : 15th Sept 2020 - 29th April 2022

Key Responsibilities:

Working as key player in handling order to cash activity in the team

- Responsible for credit collections on all accounts by contacting the customer by phone, email and written correspondence..
- Reviewing Ledgers and providing accurate analysis of accounts

- Actively controlling and managing all items on a portfolio of customer accounts, ensuring timely collection and payment of monies due to/from client to meet targets
- Order to cash.
- Resolve billing related discrepancies
- Receipts Voucher Entries/ Cheques Entries
- Develop and maintain an efficient Debt management system
- Maintenance of relevant record / logs / timesheet.
- Worked on OKTA login, Sales force, Atlas, Profit Tool, Slack, Talkdesk, Billing Master sheet.
- Preparing bill and sending it to customers (Manual billing)
- Reconciliation of the debtors.

2. Company Name : Cian Healthcare Ltd

Designation : Accounts Receivables

Duration : 3rd Jul 2018 to 15th Aug 2020

Key Responsibilities:

Working as key player in handling order to cash activity in the team

- Responsible for credit collections on all accounts by contacting the customer by phone, email and written correspondence.
- Reviewing Ledgers and providing accurate analysis of accounts
- Actively controlling and managing all items on a portfolio of customer accounts, ensuring timely collection and payment of monies due to/from client to meet targets
- Order to cash.
- Preparing Auto generated Invoice and debit note for debtors
- Resolve billing related discrepancies
- Receipts Voucher Entries/ Cheques Entries
- Preparing bill and sending it to customers (Manual billing)
- Reconciliation of the debtors.
- Develop and maintain an efficient Debt management system
- Maintenance of relevant record / logs / timesheet.
- Ensuring the credit Policy and debt collection procedure is respected (Adhere to Compliance).
- Raising Sales Orders
- Daily Bank Reconciliation
- Preparing Proforma Invoice

3. Company Name : Transworld Technologies Ltd

Designation : Accounts Receivables

Duration : 21st June 2016 to 31st May 2018.

Key Responsibilities:

- Following daily routines in respect of collections of payments, cheque and banking procedure and Updates receivables by totaling unpaid invoices.
- Responsible for credit evaluation assigning credit limit and terms to the customer. Educate all customers to maintain their accounts current by quarter month.
- Develop and maintain an efficient Debt management system.
- Preparing Auto generated Invoice and debit note for debtors .
- Resolve billing related discrepancies
- Reconciliation of the debtors.
- Ensuring the credit Policy and debt collection procedure is respected (Adhere to Compliance).

4. Company Name : Serra International School

Designation : Teacher/ Day Care Teacher.

Duration : 30 July 2014 to 30 May 2015

Key Responsibilities:

- Maintains complete and accurate record of each student's academic spiritual, social and emotional growth using both school wide and classroom based Formative assessments.
- Recognizes the needs of individual students and group at large.
- Maintains and organized and inviting physical environment
- Supervised activities of student's.
- Prepared and served meals utilizing provided menus.
- Attended staff meetings and training.
- Provided student's with positive reinforcement.
- Supervised student's in everyday jobs.
- Maintained complete and accurate daily records.
- Implemented behavior modification techniques as instructed.
- Maintained ongoing communication with parents regarding student's activities, behavior, and development, and responded to all parents concerns as they arise.

5. Company Name : Rainbow kids school

Designation : Teacher

Duration : June 2013 to May 2014.

Key Responsibilities:

- Maintains complete and accurate record of each student's academic spiritual, Social and emotional growth using both school wide and classroom based Formative assessments
- Working on the weakness & necessities of individual students and group at large.

PERSONAL SKILLS:

- Comprehensive problem solving abilities.
- Excellent verbal and written communication skills.
- Good team leader.
- Willingness to learn and work hard.
- Good adaptive nature.

EXTRA-CURRICULAR ACTIVITIES:

- Participated in RSP during 9th and 10th Std
- Participated in dance and singing competition
- Participated in running races

PERSONAL DETAILS:

- **Date of Birth** : 08th Feb 1990
- **Marital Status** : Married
- **Languages Known** : English, Marathi, Hindi
- **Hobbies/Interest** : Dancing, Singing

Date:

Place: Pune

(RENUKA KADAM)