

SARANYA PRABHAKAR

NO.10D, Bulstrode Road, Hounslow Central, TW33AT
Mob: +447760370702, E-Mail: sarudinakar@gmail.com

Objective:

A demanding accounts receivable position in a reputable company.
To secure a responsible accounts receivable position with an established company.
Accounts receivable specialist in a professional company.

Profile Statement:

Self motivated and technically skilled Finance Executive- Accounts Receivable and Accounts payable with experience in managing over 150 clients accounts. Excellent organizational and problem-solving skills ensures a streamlined and efficient billing system. Successful increase in collections of 75%. Proven ability to maintain precise records and proficient in a number of accounting applications. A hard worker with strong customer communication skills.

A competent and independent worker with more than four and Half years experience of the full accounts receivable function. Excellent communication skills utilized in resolving customer queries. Sound knowledge of collection and claims procedures. Attention to detail and organizational skills evident in the preparation of accurate weekly and monthly reports within tight deadlines. Good understanding of general accounting procedures.

3.5 years experience responsible for all accounts receivable related functions in a high volume retail environment. Proven competence in efficiently tracking payments. Strong problem-solving and communication skills demonstrated in successful resolution of customer billing issues. Recognized as a dedicated worker who is driven to meet accounts receivable targets and contribute to the company's profitability. 1 year experience responsible for report writing related function in high volume preparation of the reports to the client until TAT.

Skilled knowledge on Financial & Managerial Accounting, Investment, Security & Portfolio Management, Management of Strategic and Funds & Assets, Managerial Communication, International Finance, Business Law

Professional Experience:

Finance Executive:

Footprints Collateral Services Private Limited, Bangalore, India

August 2012 to 30 June 2017

- monitor and administer over 150 clients accounts for this Footprints Collateral Services Private Limited.
- Organising the monthly sales bill report from management and analyzing before preparing the customer bill/Invoice in multi currency.
- Doing customer's statements, bills, invoice, credit note and debit note
- Sharing the hardcopy and softcopy of the document to respective client for bill generated.
- Research and analyze accounts

- Generate weekly aging reports
- Determine payment schedules with customers
- Contact delinquent customers to secure payment
- Initiate collection efforts to successfully boost collections from major client within TAT
- Doing accurate monthly billing adjustments.
- Investigate and resolve billing and account discrepancies
- Manage and resolve clients inquiries
- Compile data and prepare monthly reports and statements.
- Conduct a meeting along with client for the outstanding bills.
- Present the bills reconciliation report with Finance head, Management and CFO.
- Verifying the Supporting document provided by the Candidate
- Preparation the Interim, Final, Supplementary report based on the closure of the checks.
- Undergoing the complete quality check for the report need to be shared to the client.
- Sharing the reports the team leader and client and Working out on internal weekly tracker of the team for the pending and closure
- Generation of the report for the closure of the cases monthly and weekly wise.

Educational Details:

Examination	Institute	Year of Passing	Percentage
MBA(FM)	Annamalai University	2012	65%
B .Com	St. Anne's Degree College	2010	70.21%

Paper Presented: MBA

- E- Business
- Business Research Methods

Technical Skills:

- Microsoft Word, Power point, Excel(Formulae: V-lookup, H-lookup, IF Function, Pivot Table)
- Microsoft Outlook.
- Learning and working Knowledge on tally ERP 9.

Core Competencies:

- organizational and planning skills
 - communication skills
 - information gathering and management, attention to detail
 - customer service
 - problem-solving, stress tolerance
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Personal Details:

Husband Name	Prabhakar Babu
Date Of Birth	03/04/1989
Nationality	Indian
Marital Status	Married
Languages Known	English, Kannada, Hindi,Tamil, Learning British Accent English
Visa Term	Dependent, Valid till 23 July 2019(May Extended out)

Declaration:

I hereby declare that all the details mentioned above are true to the best of my knowledge.

Date:

Place:

(Saranya Prabhakar)