

Profile:

- 4 years of exposure in Finance & Accounts, Accounts Receivable, Cash application
- Energetic self-motivated team player, proven ability to work in present team and independent environments.
- Quick learner and positive approach
- Proactive, Confident, Self-motivated, Interactive, and very good at Time Management.

Work Experience: Total 8 Months

- Company : TCPL (MYND Solutions)
- Position : Associate
- ERP : SAP HANA
- Tenure : Aug 2022 till date

Roles and Responsibilities:

- Download bank statement and reconciliation of the payment received from Customer.
- Coordinating with Treasury team for accurate posting of the cash in customer account.
- Customer hold orders analyzing and coordinating with Order management team to release the orders.
- Download bank statement and reconciliation of the payment received from customer.
- Monitoring the customer credit management and deciding the required credit limits to be assigned to customer.
- Coordinating with the client for the increasing and decreasing the customer credit limit and checking the customer insured limit in Atradius insurance portal.
- For new customer request checking the credit worthiness and done the sanction check via D&B portal.
- Coordinating with sales team for the required data for new customer creation.
- Preparing the details for new customer creation in SAP system and coordinating with master data team to get it done.
- Setting up the invoices send method in the customer account to be send the invoices smoothly to the customers.
- Creating the manual billing in the system for the inter-company and the recurring charges.
- Follow-up with order management team, for sales billing to be done in the system.

- Reconcile the remittance received from customer to apply the cash.
- Managing the problematic customer accounts and resolving their query.
- Apply the cash in system to clear the open invoices from customer account.
- Clear the customer debit and credit notes.
- Follow-up on any deduction taken by customer and reconcile the same.
- Managing the pricing and delivery related dispute with customer and resolving the same for customer.
- Coordinating with sales team for agreed prices for customer and resolving the disputes.
- For any type for delivery dispute coordinating with order fulfilment team to check the PODs via roadrunner portal and resolving the dispute.
- Analyzing the rebate deduction file for customer against the product customer taken the rebate deduction.
- Managing the master file for agreed rebate in year with the sales team.
- Following with the customer for the overdue items via email
- Preparing the cashflow reporting to do the forecasting of the future cash to be received in the business.
- Processing the No PO invoices for the vendor related to advertisement and promotion charges.
- Coordinating with the AP team for the vendor payment.
- Managing the vendor's open invoices for the payment.
- Taking weekly call with client and stake holders to understand the issue and resolving the same

Work Experience: Total 3 years

- Company : Conduent
- Position : Associate
- ERP : SAP
- Tenure : June 2019 to Aug 2022

Roles and Responsibilities:

- Performing Tasks that include posting cash receipts, researching charge backs and making final decision for write off within TAT.
- Working on Unapplied and Unidentified cash on regular basis.
- Making decisions with clear authority to write off balances according to strict guidelines
- Prioritizing accounts and workflow to meet management goals.
- Pursued payment in the form of collection correspondence, overdue statements and email.
- Handling of 4 to 5 entities in Cash applications majorly on Austria, Spain, OSE, Netherland and Belgium entities under which handling of multiple GL accounts.
- Handling of Re Marketing payments
- Preparation of MIS reports, Daily reports, Weekly reports and Monthly reports
- Updating of Score card, reason code for the unallocated cash.
- Sending updated statement to customers.

Work Experience:(Total 5 Years)

- Company : Nielsen Sports
- Position : Sports Analyst
- ERP : Greenfield
- Tenure : Mar-2014 to Mar 2019

Roles and Responsibilities:

- Tracked sporting events (Data Research) and sporting feature programs of teams like Australia, Japan & India.
- Promoted as internal 2nd in command (SME) for a period of 2 months.
- Handling the team when directed.

Rewards and Recognitions:

Won Reward and Recognition 2 times at Repucom (A Nielsen Company).

Hobbies:

- Writing Diary
- Listening to music
- Cooking

Educational Qualification:

Qualification	College	Board/University	Percentage
B.Com	Vijaya college	Bangalore University	75%
2nd PUC	Sri Bhagwan Mahaveer College	Dept. of commerce	85%
SSLC	St Anthony's School	Karnataka Secondary Board	74%

Personal Details:

Name : Sharmila.K
Address : #30
SFHS, Ram Tulasi Nilaya,5th cross
Jai Maruthinagar Circle, Bangalore-560096.
Email : sharmilacool92@gmail.com
Sex : Female
Date of Birth : 23-01-1992
Nationality : Indian.
Languages Known : English, Kannada and Tamil.

Declaration:

Further, I declare that all the above information furnished by me is true to the best of my knowledge and belief.

Place: Bangalore

Sharmila.K