**CURRICULUM VITAE**

**MEVI M VIJAYAN**

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Bangalore: 560043

**CAREER OBJECTIVE:**

Multi-talented Senior Manager well-versed and highly effective at developing, executing and directing key improvements to enable business enhancements and growth. Visionary leader with solid success leading business operations toward growth.

**ACADEMIC QUALIFICATION:**

* MBA(Finance) Manipal University.
* BBM (Marketing) Kristu Jayanthi College, Bangalore University.
* PUC(Commerce) Indian Academy College Bangalore University.
* Class 10th Kendriya Vidyalaya (Asc Center South) CBSE.

**ORGANIZATIONAL EXPERIENCE:**

1. **SNOWMAN LOGISTICS – Aug 14th’ 2019 to currently: Senior manager Credit control**
2. Reducing ageing of invoices/debtors, handling Key accounts/Debits
3. Managing credits/payments/unaccounted and ensuring accounting and cash application
4. Minimizing DSO. Legal & recovery for collections
5. Ensuring timely bill generation and submission( Keeping track of unbilled/un posted)
6. Balance confirmation/Customer visits over PAN India
7. Generating reports for credit control, collections, unaccounted cash, budget finalization
8. **BlackBuck/Zinka Logistics- 18 months, Senior Credit control analyst (Collections & Cash Applications/Reconciliation)**
9. Monitoring overdue payments
10. Identifying debits any similar issues which delays payment
11. Cash application according and accounting
12. B2b /Customer visit to various locations across India (Bhilai, Raipur, Chennai, Vizag, Ghazibad ,Kanpur, Delhi etc). FMCG and diversified business
13. **MathaEnterprises-5years-senior accounts executive (accounts & procurement)**
14. Preparing/Submitting tenders to defense
15. Analyzing rates for supplying goods and services to defense
16. Managing and tracking day to day transactions and Salaries/wages to laborer’s
17. **Tesco-3 years- accounts executive (accounts receivables)**
18. Setting up suppliers on Oracle 11i
19. Raising invoices/credit notes
20. Handling mailbox queries
21. Cash application
22. Collections: Contacting customers for overdue payments

**PERSONAL SYNOPSIS**

* Exceptional attention to details
* Ability to supervise, organize, prioritize and schedule work assignment.
* Analytical skills in problem solving
* Able to aptly apply sound judgments to varying issues

**Achievements**

* Value award for best new comer and team player
* Value ward for bringing down issues in mail box to zero
* Star award for streamlining the process
* Award for best team

**Languages Known** : French, English, Hindi, Malayalam Tamil, Kannada,

**DECLARATION:**

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

**Date : Mevi M Vijayan**