**BHAGYASHREE KHARAT** Master of Business Administration

09/03/1992

Sr.# 148/1A/2, Khed Area, Jarandeshwar Naka,

Satara. 415001

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**Carrier Objective**

My objective is to get associated with a reputed company where I can utilize my skills and gain experience while enhancing the company’s productivity and growth.

**Strength & Skills**

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

**Educational Profile**

* MBA in Finance from Sinhgad Institute, Pune, Maharashtra with 63.85% (April 2014).
* BBA from (KBPIMSR college),(Shivaji university),(Satara, Maharashtra) with 68% (April 2012)
* HSC from (YCIS college),(Kolhapur University), with 59.33% (March 2009)
* SSC from (Shivaji University),(Kolhapur, Maharashtra) with 76.15% (March 2007)

**Extra Qualifications**

* Successfully completed Tally ERP 9.0 with 90%

**Present Work Experience**

* Company name : Flextronics Technologies India Private Limited.
* Designation : Senior Financial Analyst.
* Duration : 2.6 years.
* Job Profile : Cash Applicator/ Collection Analyst/Invoicing
* Experience : Worked as cash applicator handling almost 7 sites and then was given.Profile of collector to reduce AR for 3 sites. And did invoicing as well
* ERP : Worked in almost 5 ERPs like BAAN ( version 4,5) , Oracle ,SAP, LN (version 2,4 ) and Arola.

**Job Description**

**Flextronics Technologies India Pvt. Ltd.**

Roles and Responsibilities: Accounts Receivable (Cash Applicator/ Collection Analyst/ Invoicing)

**Cash Applicator**

* Update the Cash Allocation spread sheet for remittances received via Email and telephonic conversation.
* Apply the credit for the cash received from customers to their respective accounts.
* Monitoring and following up with customer for cannot trace cases of unallocated cash.
* Checking the stages for all the unallocated cash transactions.
* Updating the refund tracker for any over payment and duplicate payment after customer’s confirmation.
* Follow up with customers and clients via phone & email for remittance copies, bank open items & unallocated cash.

**Collections and Reporting**

* We pull AR ageing report through Baan on a weekly basis
* We send weekly Statement of Accounts (SOA) to all our customers
* We do thorough follow up with clients (globally) using the weekly AR ageing report
* We work with program managers and other site peoples on discrepant invoices
* We work on non-invoice transactions (UAC)
* We prepare weekly dashboards to see the collection progress
* We publish weekly collection report to management
* We do the reconciliation for the EDI Customers.
* Preparing the cash template as per the remittance and sending it to the cash application team.
* Calling and chasing customer for remittances
* Minimize posting Unallocated Cash

**Invoicing**

* Process the Invoices on Daily Basis as per the site request.

**Extra Curricular Activities**

* Photography
* Participated in Dance competitions

**Strengths**

* Quick learner & adapts well to changes and pressure in work place
* Dedicated with an attitude of learning new tasks
* Object Oriented
* Adaptability to work in responsible position
* Managing relationships & working efficiently with diverse groups of people
* Committed to meeting deadlines and schedules
* Punctual

**Languages**

* English
* Hindi
* Marathi

**Declaration**

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place: Pune

Date: Signature