

## **PRASHANTA KUMAR**

S 10/172 Hukul Ganj Varanai-221002, Uttar Pradesh

Phone: +91 9455169103 [Email:prashant.00d05@gmail.com](mailto:prashant.00d05@gmail.com)

---

### **CAREER OVERVIEW**

- Credit & Collection Analyst with dedicated for commercial accounts for the organization by ensuring defined & steady inflow of Cash with strong analytical skills. Total of more than 3 years and 8 Month of experience into Logistics, Ecommerce sector in Accounting, Revenue assurance, Risk mgmt, MIS, Invoice Management, Payment Collections and Client Relationship Management Automation.
  - Eager to work in creative, innovative & challenging environment to accomplish organizational goals by applying self-oriented skills.
- 

### **CORE STRENGTH**

- Strong Customer Relation
  - MIS Management
  - Account, Weight Reco, E-commerce, Invoicing, Payment Application & Knocking off Invoices
  - Resolve AR issues related to Invoices & Collections
  - Credit control and collections of Outstanding Payment.
- 

### **PROFESSIONAL EXPERIENCE (Total Experience- 3+ Years)**

#### **Tanserv Bussiness Process Pvt Ltd Gurgaon**

Assistant Manager (Level B)

(July 2019 to August 2019)

- Currently handling B2C Clients for Invoicing , Weight reco, COD working, Cash application and collections of the Outstanding amount.
- Weight reconciliation order wise for Invoicing purpose on monthly basis.
- Payment Application and Bank reconciliation on daily basis into the system & knock off the invoices accordingly.
- Prepare Debit & Credit Note for payment settlements & as per Customer requirements.
- TDS Reconciliation with 26 As deducted Vs. Actual, Ledger reconciliation, Providing balance confirmations to clients.
- Issue Resolution on Priority with all respective spoc at various levels to get Maximum Collection.
- Preparation of Ageing report, Collections report & Provision report to management.
- Proficient excel knowledge.
- Data Management for each debt or bill.
- Find and contact clients to ask about their overdue payments.
- Take actions to encourage timely debts.
- Process payments and refunds.
- Handling/Resolve billing and customer credit issues
- Update account status records and collection efforts.
- To maintain Client Relationship
- Collection through Calls/Mailers/Field Collection.

**DHL Express india Pvt Ltd Varanasi UP**  
Field Executive

(Jan 2016 to May 2019)

- Delivering bills and collecting payments from the clients
- Monitor accounts to identify outstanding debts
- Taking proactive role in managing and collecting debts
- Investigate historical data for each debt/ invoice
- Follow up with clients for overdue payments
- Take actions to encourage timely debt payments
- Resolve billing and customer credit issues
- Update account status records and collection efforts
- Report on collection activity and accounts receivable status
- Make notifications in client accounts of interactions, such as payments or purchasing activities
- Reply promptly to client queries and concerns received by email, tele call or any written Communication
- Collection through Calls/Mailers/Field Collection.

**EDUCATIONAL CREDENTIALS**

**B. SC IT -2011**

KUVEMPU University, Karnathaka

**Class 12<sup>th</sup> – 2006**

S K K C A S V Inter College Varanasi (U.P BOARD)

**Class 10<sup>th</sup> - 2004**

Prasad Inter College Pandeypur Varanasi (U.P.BOARD)

**ADDITIONAL QUALIFICATIONS**

- Two year special course of ANIIT of Software engineering from NIIT Sector -14 Gurgaon, Haryana.
- Six months computer fundamentals Genius & tally Programme from Reliance Varanasi is Reliance World, D-58/2, Ground Floor, Kuber AC Market, Varanasi. Uttar Pradesh.

**TECHNICAL KNOWLEDGE**

- Working knowledge of SAP.
- Working knowledge of MS-Excel, MS-Office, & Internet Browsers, Advance Excel, Vlookup and Other Excel Functions.

---

**KEY SKILLS & COMPETENCIES**

- Strong Team Player, Quick learner & Positive Attitude.
  - Adaptable, Innovative & Proactive.
  - Excellent written and verbal communication skills.
  - Ability to communicate effectively with customers and employees in a professional manner.
-

**PERSONAL DOSSIER**

**Date of Birth:** 12 DEC 1989

**Languages Known:** English and Hindi

**Marital Status:** Married

---

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date:

Place: Varanasi

(PRASHANTA KUMAR)