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MSEB Office,
Diva (E) Thane - 400612

Name: Mr. Nilesh N. Kale

Objective

- Being given a chance working for the growth of the organisation and also seeking self - growth, with an opportunity to work with people as well.

Work Experience

GKB Rx Lens Pvt. Ltd.- Mumbai JV with ESSILOR India (The company engaged in processing of Ophthalmic lenses with reputed International brands like NOVA, SEIKO, RODENSTOCK, SHAMIR, SOLA, TRANSITIONS etc)
“Accounts Executive” (From May 2009 to Till Date)

ACCOUNTS RECEIVABLE-CREDIT CONTROL & COLLECTIONS

- Working in ERP package.
- Preparation of Ageing Report
- Follow up for payments.
- Over due payment follow up
- Monthly ledger reconciliation & balance confirmation of all the customers (Opticians).
- Customer visit for payment collection and any other issues
- Payment follow up through mail and over phone
- Outstanding related mail sending respective sales person
- Payment reminder mail send to customer
- Meeting with sales person for payment status of customers
- Co-ordinate with internal dep. -C.S dep.for billing related queries and dispatch dep.for invoices delivery status.
- Daily collection report send to higher management
- Monthly Report like Outstanding report, Collection report.
- Receipt preparation & entry.
- Calculation of Discount credit note for customers.
- Daily & monthly reporting to head office.
- Handling & solving the Queries of customers.
- Invoice generation (Billing)
- Daily office routine works.
- Increasing Credit limit of Customer as per payment position
- Making CN & DBN entries
- Updating Collections agst Customers aging & given updates Collections to sales Team weekly basis..
- Attending coligus call for any accoung queries,

- All Bank related works.
- Handling petty cash.

INVENTORY (May 2009 to Dece.2011-Accounts cum Inventory)

- Maintain stock
 - Monthly Stock counting
 - Making production loss enteris
 - Send IR to HO in a weekly / half monthly basis as per the stock possition
 - Arranging stock order as per needs
 - Arranging consumable for production - fitting as per needs
 - Creat auto IR in daily basis
 - Creat stock orders
 - Status updaton of oci by own code as per process
 - Stock Order release in daily basis
 - Issued stock after releasing in axapta
 - Making stock related entries
 - Issue consumable itmes from inventory after using the same
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- **Worked with “Degain Multiservices” as Accounts Assistant**
(Period)
 - Handling petty cash.
 - Purchse Entry.
 - Sales Entry
 - Daily office routine works.
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- **Worked with “RIS Navy Nagar”Colaba as Cash Supervisor & Office Assistant (Period)**
 - Handling petty cash.
 - Sales Return Policy.
 - Purchse Entry.
 - Daily Sales Summery
 - Daily office routine works.
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- **Worked with “Vishal Mega Mart”Dahisar as a cash Accountant.**
(Period 6 months)
 - Daily cash transaction
 - Cash Handover.
 - Sales Return Policy.
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- **Worked with “D-Mart”Malad as a cash Accountant.**
(Period 1 year & 6 months)
 - Daily cash transaction
 - Cash Handover.

- Sales Return Policy

Educational Qualification

Standard X	S.S.C.	1st Class	March 2000
	Kolhapur Board		
Standard XII	H.S.C.	1st Class	Feb. 2002
	Kolhapur Board		
Graduation	B.Com	Pass Class	March 2005
	Mumbai University	(Final Year)	

Additional Qualifications

- Knowledge of Operating System: - Microsoft ERP package.
- Computer Course :- Basic Computer, Tally 9.0

Personal

- **Date of Birth** : 14 April 1984.
- **Gendor** : Male
- **Maritial Status** : Married
- **Language Known** : Marathi, Hindi and English
- **Interests** : Cricket, Music

Reference

Signature

(**Mr. Nilesh N.Kale**) .