

**ONKAR DESH Mukh**

Room No.1 Shantiban CHS LTD

Azad Nagar No.1, Castle Mill,

Majiwada, Thane- West

Mobile: 9730977129, 8087384437

deshmukh.onkar@yahoo.com,onkar6145@gmail.com

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**OVERVIEW**

A highly motivated Procurement, A/R, A/P, and Collections professional with a good track record of accomplishment spanning three years. Highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include:

- Accounts Payable
- Problem Collections
- Organizational Skills
- Computer Literacy
- Work as Team Player
- Accounts Receivable
- Communication Skills
- Time Management Skills
- Patient and Understanding
- Quick Learner

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**EDUCATION****Bachelor of Commerce: Mathematics & Accounting 2008**

*University of Mumbai, through Bharat Collage of Commerce Badlapur*

Pass Class

**Industrial Computer and Accounts 2010**

*Certification course in Industrial Accountant*

Grade: A

**Post Graduate Diploma**

Admission Taken For PGDM (Finance) 2 Year Course In Welingkar Institute.

1<sup>st</sup> year completed.

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**COMPUTER SKILLS**

- Tally 7.2 and 9.0
- Microsoft Office – Word, Excel, PowerPoint
- Accounting Software – ACE, EXGEN
- Trained on home grown ERP system at Black Magic Toners Pvt. Ltd.

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**PROFESSIONAL EXPERIENCE**

CEAT Limited(Third Party)

Commercial Associate

Nov 2017 – Till Date

- Accounts & Vendor Reconciliation
- Accounting of Collections and follow-ups for deductions / other deviations.
- Verifying CFA Bills.
- Updating prices in master after it is duly checked by Sr. Manager.
- Preparing and circulating Overdues report for KAMs review on monthly basis
- Preparing Sales Flash

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- Monitoring GRN status of invoices billed to OEMs
  - Resolving queries of OEMs on reconciliation issues – guided by Manager/Sr. Manager.
  - Preparing DG and Indent files.
  - Coordination with Plants for dispatch of Samples.
  - Monitoring Share of Business of OEMs.
  - Close coordination with CFA and TLs for rejections

### **Ansapack Private Limited**

#### Executive Receivables

- Keeping records for PDC. (Post dated chq). Jan 2017 – Nov 2017
- Regular Licensing with debtors.
- Preparing daily MIS for collection and outstanding payment.
- Accounting of payment received in system.
- Regular collection review by marketing persons.
- Debtors reconciliation
- Payment follow-up through mail, call, visit personally.
- Preparation of dispatched documents and related work.

### **EBY Fasteners**

#### Accounts Assistant

Feb 2011- Jan 2017

- Debtors Reconciliation
- Paper work for Letter of Credit, Bills of Exchange
- Dispatch related activities: -Test Certificates, Covering Letter, Short Supplies
- 'C' Forms Management
- Preparing Bank Guarantee, Stand By Letter Of Credit, Bill of Exchange
- Solve Invoice Query Regarding Payment
- Payment Follow up with client.
- Client Visit if necessary.

### **Pinnacle Infrastructure International**

Nov 2009 – Dec 2010

#### Account Executive & Administration

- Making Purchase Requisition as per requirement
- Making G.R.N(Goods Receipt Note)
- Maintain rejected material separately
- Maintain Stock(Weekly/Monthly)
- Maintain Inward & Outward Register
- Maintain MIN Production wise
- Making Consumption report as per requirement
- Co-ordination with H.O. for Vendor payment
- Handle Petty Cash & Worker Salary
- Handling workers issue(Salary, Leave)

### **Black Magic Toners Pvt. Ltd.**

Sep 2008 - Sep 2009

#### Account Executive

- Making Goods Receipt Note
  - Making Purchase order as per requirement
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- Verification of Purchase order
  - Maintain Predefined Stock Levels
  - Transfer Stock from one branch to another branch
  - Co-ordination with H.O. for Vendor payment
  - Making Consumption report as per requirement.
  - Prepare regular Sales Invoices in ERP
  - Handling Petty Cash

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#### REFERENCES

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Promptly furnished upon request.