

## **Curriculum Vitae**

***Vinayak Nagesh Shetti***

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### **Profile**

Credit control & Payment follow-up professional, with proficiency in recovery of receivables from the customers. Interface between Sales team & Accounts team. Strong planning & problem solving abilities, who readily adapts to change, able to work independently as well as be a team-player. Able to juggle multiple priorities and meet tight deadlines.

### **Noteworthy professional Achievements**

- ✓ Managed 200 + clients with a team of 4
- ✓ Handled 100 Cr + turnover in manufacturing & service industry
- ✓ Handled 12 Cr turnover in media industry.

### **Education**

T.Y.B.Com

Mumbai University, May 2003

Diploma in Business Management

Welingkar's Institute, Matunga

### **Technical Qualification**

Industrial Computer Accountant Plus  
(W)

Institute of computer Accountants. Borivali

### **Key Skills**

- ✓ Debtors & receivables management
- ✓ Debtors accounting & reconciliations
- ✓ Publishing MIS reports
- ✓ Coordination with sales team
- ✓ Invoicing management
- ✓ Credit control
- ✓ Payment follow –up & Collection

## **Experience**

**Company:** Inzane Labs Private Limited / PaGaLGuY.com, Sion (W)

PaGaLGuY follows an online community approach to create smart and useful products to make MBA applicants lives easier. PaGaLGuY MBA Forums started in 2002, which now have over 3.5 million discussion posts written by nearly 600,000 users solely on MBA preparation and admissions

**Designation & Tenure**                      Manager Accounts Receivables (July'14 to till date)

**Profile:** Handling Invoicing & Receivables for PAN India single handedly.

- ✓ Invoice generation
- ✓ Payment follow-up through e-mail, telephone & personal visits
- ✓ Monthly projection & collection report
- ✓ Coordination with various teams & client to get payment release
- ✓ Legal matters settlement regarding receivables

**Company:** Gandhi Automations Private Limited, Malad (W)

**Designation & Tenure:** Manager Credit Control (May'13 to July'14)

**Profile:** Handling debtors & receivables management team all over country, Responsible for invoicing & recovery of payments. Leading a team of 4 and responsible for Pan India collection. Additional responsibilities as following:

- ✓ Client Purchase / Work Order Verification
- ✓ Responsible for proper invoicing of all billable service reports
- ✓ Proper dispatch & delivery of invoices to client location
- ✓ Updating debtors data base like Contact details, Authorization steps & Personnel's, Bank Details, Variable Credit terms, Bank Guarantee etc
- ✓ Client account reconciliation to conclude true receivable position
- ✓ Payment follow-up through email, telephone & personal visits
- ✓ Monthly receivables projection
- ✓ Coordination with sales & customer care team
- ✓ Coordination with client & field Staff
- ✓ Preparation of debit / credit notes
- ✓ Coordination with finance & accounts team for bank guarantees etc.
- ✓ Follow up for "c" form, TDS Certificate, etc

- ✓ Notify management significant issues impacting collection of outstanding receivables
- ✓ Recommend legal action & provide documents
- ✓ Identify potential bad debts and plan to reduce amount of bad / doubtful debts.
- ✓ Ensure that debtors account operations are as per terms of contract.

**Company:** SUMO Hi-Tech Marketing Private Limited, Malad (W)

**Designation & Tenure**                      Manager Debtors & Receivable management (Oct'10 to May'13)

**Profile:** Joined company as Asst. Mgr Drs & Recv mgmt. & later on promoted as Manager, Handling Debtors & receivables management team all over the country, responsible for invoicing & payments collection. Currently handling six Subordinate teams.

- ✓ Various Periodic reports generation regarding Debtors management area
- ✓ Target setting for the Credit control team
- ✓ Regular interaction with team for scrutiny of regular inflow
- ✓ Personal follow-up & Meeting with parties all over country.
- ✓ Control over invoices generating every day basis
- ✓ Control over billable service Reports & billed invoices.
- ✓ Control over submission of invoices to Customers and concerns.
- ✓ Dealing with EMD & SD issues in tender orders.
- ✓ "C" forms follow-up.

**Company:** Schiller Health care India Private Limited. Andheri (E),

**Designation & Tenure:** Asst. Manager Credit Control & Foreign Exchange (Nov'06 to Oct'10)

**Profile:** Local Debtors, Foreign Debtors & Creditors management.

- ✓ Preparation of Monthly O/S Statement of Local & Foreign debtors.
- ✓ Scrutiny of Debtors related Journal entries in tally
- ✓ Regular follow-up with party & Regional manager
- ✓ Various reports preparation required by management
- ✓ Generation of Invoices in system
- ✓ Execution of PO from the Debtors management view to avoid obstacles in collection of payment & smooth operation of Dispatch.

- ✓ Follow-up with procurement department for timely dispatch to party in trading items & getting confirmation from production for mfg items.
- ✓ Communication with Parties for collection & other issues.
- ✓ Preparation & Execution of High seas sales agreement.
- ✓ Documentation of Foreign remittances,
- ✓ Regular interactions with Bankers,
- ✓ Dealing with Bank treasuries for exchange rates negotiations & Forward bookings, hedging
- ✓ Preparation of various kinds of Bank Guarantees,
- ✓ Reconciliations of Local & Foreign Bank transactions,
- ✓ Foreign Debtors / Creditors account reconciliation,

**Company: Jay Dee Industries.**

**Designation & Tenure** Accounts Executive (2001 – Oct' 2006)

**Profile** Day to day Accounting & Administration activities.

- ✓ Data entry of Sales, Purchase, Bank,
- ✓ Cash, Petty Cash etc.
- ✓ General Accounts
- ✓ Preparing Weekly Collection & Payment List Age wise & Area Wise.
- ✓ Providing all the details to C.A.
- ✓ Handling of Regular Banking Transactions
- ✓ Dealing with Govt. authorities
- ✓ Dispatch & Computerized Invoicing.

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### **Personal Details**

<b>Citizenship</b>	Permanent Resident of India
<b>Date of Birth</b>	February 2 <sup>nd</sup> , 1981
<b>Marital Status</b>	Married
<b>Language Known</b>	English, Hindi, Marathi & Kannada
<b>Interest</b>	Exercise, Reading, Driving