**Sourav Shekhar Dubey**

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Email :– [dubey.sourav@gmail.com](mailto:dubey.sourav@gmail.com)

Statement of Purpose

* **Qualified MBA in Finance from Xavier Institue of Social Service** having 10.5 years of Corporate Experience
* **PG Diploma in International Business Operations** from IGNOU
* Mentored team mates for challanging roles and led from front.
* Achieve a challenging position where my analytical, academic and professional skills can be used to the benefit of the organization as well as my career growth

Professional Snapshot

1)Induslaw

Senior Manager- Credit Control & Finance

Induslaw is India’s one of the most reputed law firm dealing in various practice areas having offices in New Delhi, Bengaluru, Hyderabad and Mumbai.

Job description

* Financial Reporting
* Revenue cycle management
* Debtors management
* Team handling
* Customer relations

1)Link Legal India Law Services (July 2016 till Nov 2020)

Manager-Credit Control

Link Legal India Law Services is a full service law firm with offices in Delhi, Mumbai, Bengaluru, Hyderabad and Chennai. Link Legal was established in 1999 and specializes in corporate and commercial law. In 2012, Link Legal and India Law Services (a boutique project finance law firm) integrated their practices to form ‘Link Legal India Law Services’.

Job Description

* **Management Reporting**
* **Effective Client Handling**
* **Customer Relations**
* **Query Resolution**
* **Team handling**
* **Motivation of Team**
* Co-ordination with other departments
* **Dispute Resolution**

2) SOTC Travel Services (Sep 2014 till July 2016)

Senior Executive- Credit Control

Kuoni Business Travel India Pvt Ltd (KBTIL), is amongst the world's leading travel management companies.With leading edge technology, user-oriented software applications and strong focus on service and customer needs, KBTIL has firmly established itself as the expert in the business travel sector. Many of India's top companies have chosen KBTIL for its global capabilities and specialist local expertise.

Job Description

* **Payment follow-up**
* **Efficient collection**
* **BTA (AMEX ) Reconciliation**
* **Bill to Cash (BTC) bill payment follow-up**
* **Client Query resolutions**
* Co-ordination with other departments
* **DSO maintenance**
* **Dispute Resolution**

3)MakemyTrip.com (Feb 2014 till Sep 2014)

Finance Executive

MakeMyTrip.com is a global Travel agency to recon with listed in NASDAQ.

Job Description

* **Banking Relationship**
* **Accounts Payable and Receivable**
* **Bank account documentation**
* **Credit Card Transactions Recons**

4)ADVANCE SURFACTANTS INDIA LIMITED (Feb 2013 till Feb 2014)

Assistant Manager ( Finance)

Advance Group of Companies is a diversified corporate enterprise with operations ranging from manufacture of Surfactants with state of the art process technologies, consultancy in environment and mine designing, surfactants based speciality chemicals and contract manufacturing for home & personal care brands.

Job Description

* **Bank Liaison**
* **Account Payables and Receivables**
* **Credit Management**

### 5)CARLSON WAGONLIT TRAVELS (Dec 2010 to Feb 2013)

**Executive (Finance Operations)**

### Carlson Wagonlit Travel (CWT) is a global leader specializing in business travel management. CWT is dedicated to helping companies of all sizes, as well as government institutions and non-governmental organizations, optimize their travel programs and provide best-in-class service and assistance to travelers.

**Job Description**

* **Payment follow-up**
* **Efficient collection**
* **BTA (AMEX ) Reconciliation**
* **Bill to Cash (BTC) bill payment follow-up**
* **Client Query resolutions**
* Co-ordination with other departments
* **DSO maintenance**
* **Dispute Resolution**

Professional Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/**  **Diploma** | **Institute/**  **University** | **Session** | **Major subjects/ Stream** | **Performance** |
| **PGDM** | **Xavier Institute of Social Service, Ranchi** | **2008-10** | **Finance** | **68%** |
| **PGDIBO** | **Indira Gandhi National University** | **2012-13** | **International Business** | **60%** |

Educational Background

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Qualification** | **Institute Name** | **Year of Completion** | **University / Board** | **% Marks Obtained** |
| **B.com(Hons.)** | Karim City College, Jamshedpur | 2007 | Ranchi University | 68.75% |

**Projects and Internship**

|  |  |  |  |
| --- | --- | --- | --- |
| **INTERNSHIP** | **Mother Dairy** | **6 weeks** | **TRAINEE FINANCIAL ANALYST**   * Analysis of the financial position of the New Generation Co-operatives (NGC) of Mother Dairy. * Reasons of losses incurred in the NGCs * Analysis of the fit between target margin and actual profit position. * Trends in different NGCs both cost wise and productivity wise. * Analysis of different cost components. |

**Extra-Curricular Activities**

* Participated in school level debate competitions and was a champion for consecutive six years.
* Received 1st prize in inter district debate competition organized by Rotaract club, Singhbhum(W)
* Participated in Music competitions and won prizes at school and district level.

**Hobbies and Interests**

* Singing and listening to Music.
* Playing and sometimes watching interesting cricket matches.

**Languages known**

Hindi,English,Oriya and Bengali

**Personal Information**

* Date of Birth: 03-01-1988
* Marital Status : Married
* Correspondance Address

A-03, 261, Niti Khand 2, Indirapuram, Near Rai Diagnostics, Ghaziabad

Uttar Pradesh-201014

**[I hereby declare that the Information furnished by me is correct and is in the best of my knowledge.**

**Date**: **Sourav ShekharDubey**