

CHINKITA THAKKAR

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OBJECTIVE

- To achieve excellence by applying the acquired knowledge in practical life.

EXPERIENCE

DTDC Express Inc Account Manager

January, 2014 – Till date

- Assisted with general accounting and month-end closing.
- Managed company finance with QuickBooks.
- Maintain various bank account records and reconcile bank accounts and balance checkbooks to ensure accuracy.
- Review expense reports and cash advances.
- Maintain and update accounting records by performing duties such as recording, posting transactions in journals, and the general ledger for accounts payable, accounts receivables, and payroll.
- Prepare and issues invoices and follow up on late accounts in a discreet and professional manner.
- Perform a reconciliation of all accounts to ensure accuracy
- Recording and posting transaction for accounts payable/receivables and payroll.
- Reconcile vendor's invoices on weekly basis and paid it in a timely manner.
- Process Payroll in timely manner.
- Making Audit Report every month for checking sales accuracy.
- Initiate collection calls to existing clients while maintaining a cooperative relationship.
- Scrutinize account details to find and correct problems.
- Investigate and research payment discrepancies.
- Maintain an accurate AR aging report using QuickBooks.
- Send statements to outstanding customers.
- Reconcile A/R to the G/L.
- Interact with customers to resolve outstanding issues in a positive manner (via phone, email, website).
- Invoice customers (via mail, email, website).
- Use Microsoft Windows, Microsoft office and Intuit QuickBooks.

Unified Financial Solution Pvt. Ltd. Credit Analyst

February, 2013 – July, 2013

- Compare liquidity, profitability, and credit histories of individual or company being evaluated with similar establishments to determine risk.
- Compile reports regarding finance and credit data.
- Analyze the financial records like earnings, savings, payments and purchase of the company or individual and recommend other useful financial activity for further plans.
- Manage files and records, and transaction and other office procedure.

- Complete loan applications, including credit analyses and summaries of loan requests, and submit to loan committees for approval.
- Review individual or commercial customer files to identify and select delinquent accounts for collection.
- Thoroughly understand and execute credit policy.
- Reconcile customer statements/billings.
- Minimize bad debt risk and maximize accounts receivable collections.
- Conduct collection calls and customer visits to collect Accounts Receivables.
- Generate financial ratios, using computer programs, to evaluate customers' financial status.
- Follow other job duties and responsibilities assigned by line manager from time to time.

Monarch Group of Companies
Sales Coordinator

November, 2008 – January, 2013

- Making calls to prospective Clients.
- Generating qualified Leads to follow sales process.
- Ability to build database.
- Handling client queries.
- Co-coordinating sales activities on daily process.
- Ability to provide information verbally, clearly and effectively.
- Proven ability/commitment to meet the targets/ timelines.
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PROJECTS UNDERTAKEN

- Grand Project on Mutual Fund as a Growing concept.
- Project report on agency recruitment of ICICI Prudential Life Insurance.
- Successfully completed marketing project on Tide Detergent Powder.
- Feasibility study on Book Publishing.
- Project study on production and operation of Pouch Making Machine.
- Project report on research methodology on Titan.
- Project report on Net Working Capital of Navneet Publication Pvt Ltd.

ACADEMIC PROFILE

- **MBA** (Concentration: **Accounting & Finance**) at K.S. School of Business Management, Ahmedabad, Gujarat India. Graduation Date: May 2008. **GPA: 3.88**
- **Bachelors of Business Administration** from K.S. School of Business Management, Ahmedabad, Gujarat India. Graduation Date: April 2006. **Percentage: 64.00**

SKILL SET

- Tally Accounting Software
- MS Office (Word, Excel, Access, Outlook, PowerPoint)
- SYSTAT (Statistic Software)
- QuickBooks
- SAP