

# SANSKAR MISHRA

Integrated Billing & Financial Compliance Specialist

7417031114 | sanskarm8071@gmail.com | Moradabad, Uttar Pradesh

## PROFESSIONAL SUMMARY

A performance-driven professional with 4+ years of comprehensive experience in Computer Operations and Distribution Management. Proven expertise in a two-tier billing environment, handling primary billing on brand-specific DMS (Dabur, Cadbury, Havells, Eveready, Abbott India) and final invoicing on Swill Retail Graph (Primary Billing Software). Highly proficient in managing financial cycles, including E-Way Bill generation, ledger reconciliation, outstanding payment tracking, and month-end closing. Seeking a role that utilizes strong organizational, technical, and analytical skills to drive accuracy and support sales targets.

## WORK EXPERIENCE

### Billing Head / Jain Medicare, Moradabad (June 2021 – Present)

- Managed a complex two-tier billing system ensuring data integrity and compliance across principal vendors.
- Executed initial billing entries in brand-specific DMS (Drishti for Dabur, WinOmkar for Cadbury, Unatti for Abbott, Havells DMS, and Eveready DMS).
- Re-billed and synchronized all primary data into the company's final billing software, Swill Retail Graph, for accurate invoicing.
- Generated E-Way Bills for all outward shipments in line with GST regulations.
- Reconciled customer ledgers and tracked outstanding payments to ensure efficient cash flow.
- Executed month-end closing procedures, ensuring reconciliation across multiple software platforms.
- Provided essential billing documentation and reports supporting monthly sales targets.

### SUPERVISOR / Blue Diamonds (June 2020 – May 2021)

- Maintained workflow efficiency through daily supervision and coordination.
- Supported operational processes to ensure timely execution of assigned tasks.

## TECHNICAL SKILLS

Category	Skills
Billing Systems	Swill Retail Graph (Primary), Drishti (Dabur), WinOmkar (Cadbury), Havells DMS, Eveready DMS, Unatti (Abbott)
Accounting & Finance	Tally 7.2, Ledger Management, Outstanding Tracking, E-Way Bill Generation
Office Productivity	MS Word, MS Excel

## EDUCATION

Qualification	Institute/Board	Year of Passing
B.A. (Bachelor of Arts)	MJPRU	2023
10+2 (Intermediate)	UP Board	2020
10th (High School)	UP Board	2018

## PERSONAL DETAILS

- **Name:** Sanskar Mishra
- **Father Name:** Anurag Mishra
- **Date of Birth:** 30.07.2002
- **Languages Known:** Hindi, English
- **Nationality:** Indian
- **Address:** 459, 77 Near Gaurav Public School, Hanuman Nagar Linepar, Moradabad

## DECLARATION

- I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

**Date:**

**Signature: Sanskar Mishra**