

ACCOUNTS OFFICER IN ACCOUNTS RECEIVABLE WITH 3 +YEARS OF EXPERIENCE

Prathamesh Sudhir Pilankar



SUMMARY

Research and Identify discrepancies, Make System Corrections, Provide documentation to Clients Collect unpaid balances.
Organize regular meetings with operation managers to facilitate communications with customer's and boost payment process.
Conduct a detail review of contracts and proposals (P.O.) to ensure 100% accuracy of all billing terms before execution.
Preparation of credit worthiness to decide the credit terms.
Formulated Weekly basis reports to analyse unbilled balances, cash flow and processing of subcontractors invoices.
Report daily basis to Manager collection of furniture, mattress products and services. Responsible for data entry (bank receipt)
Identify and adjust bad debts, Write offs, Reconciliation and general ledger activities. tracking work on a weekly basis.
Demonstrated ability to lead & influence team. SAP knowledge.
Awareness of functional best practices.
Fundamental understanding of relevant business Process & Functions.
Credit Note, Debit Note and other relevant documents. MRN , logistics documents (VHC, LR, POD). Identify and support process improvements.
Responsible for month end & year end closures.
GST & TDS Knowledge.
Decreased the number of outstanding balances by 75% in 3 months. Order approval in sap.
Managed client accounts and established strong client relationships.
Expedite billing and assist in resolving problems and discrepancies with customer and vendor accounts. Help the department maintain a 95% collection rate for collection rate.

CAREER OBJECTIVE

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

EXPERIENCE

May-2023 - Till Today	Nilkamal Limited
Accounts Officer	SAP Support, Master Creation, Credit Control, MRN, Analysis of ageing reports, Reconciliation, GST, TDS, Key Accounts Team, Payment follow-up with sales team and maintain good relations, Known about the BG, LC, EMD. Decision maker.
Nov-2020 - Dec-2022	Time Technoplast Limited
Exective Commercial	Collection (pan india basis), Export Payment Follow-up, Follow-up with R.O. Team H.O. Team (Credit Control), Manage Team Data Entry of 4 Peoples. Collection report, MRN, LC Documents (Bills of Exchange), Reporting daily basis of collection, DSO, Proficient in SAP.
Oct-2018 - Jun-2020	GoEx Freight Solution
Operation Executive	LR(Lorry Receipt), Customer Support, Roadway, Journey Management, Traffic, E-Way Bill , Vehicle Hire Chalan Preparation, Advance Excel, Portal Handled.
Mar-2017 - Feb-2018	HDFC Bank Limited

Customer Support Agent

Queries related to Swipe Machine of Credit & Debit Card solve on call and E-Mail. Portal Handled,Engineer Placement, Training Related to Swipe Machine like Pinelabs Machine, Ingenico , Mossambi this are Machine & i gave training to New Person

EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
B.Com	Dr.Ambedkar College of Commerce & Economics	University of Mumbai	2019
HSC	Chetanas Hazarimal Somani College Of Commerce & Economics	Maharastra State Board	2015
SSC	IES NEW ENGLISH SCHOOL	Mumbai Divisional Board	2013

AREAS OF INTERESTS

Work & Growth

HOBBIES

Badminton, Travelling

PERSONAL DETAILS

Address	7/360 M H B Colony Khernagar Bandra (East) Mumbai, Maharashtra, 400051
Date of Birth	01/03/1998
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	English, Hindi, Marathi

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Prathamesh Sudhir Pilankar