**VIJAY BHOGAL**

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**OBJECTIVE:**

To work for an organization that provides me with the opportunity to improve my skills, knowledge and helps me grow along with the organization’s objective.

**PROFESSIONAL EXPERIENCE:**

**NETWORK SOLUTIONS AND CONSULTING PRIVATE LIMITED**

Period: 18 February 2019 – Till Present

**» Responsibilities as a Revenue Assurance Back Order Executive:**

# Order processing

* Assigning Purchase Orders (in balance with resources and workload)
* Processing all global orders/Customer PO
* Checking orders up to a specific max amount
* Create daily and weekly Report
* Validation of Order/Customer PO with NSC Quote or Pricing List
* Upload order in Sugar/Navision as per Business Unit and customer card
* Update correct VAT code as per NSC Entity, Customer Entity & Delivery location.
* Create customer card in Navision for new customer or customer’s new entity
* Create Part code in Navision if not exist

# Backorder

* Closing/Cleansing of unbillable revenue
* Weekly refreshing on the backorder
* Cleaning Navision of unbillable revenue
* Highlight missed/delayed billing to respective Project Manager or Customer Service Manager.
* Follow up Project Manager or Customer Service Manager on unbilled revenue till invoice generation

# MIS related experience

* Service Order tracker
* Passive order report
* Daily order report
* Back order report
* Missed / Late billing report
* Monthly Dashboard

**NCR CORPORATION INDIA PRIVATE LIMITED**

Period: 01 August 2013 – 29 January 2019

* Finance Analyst: Business Operation Centre 17 October 2016 – 29 January 2019
* Billing Coordinator: Managed Services 1 August 2013 – 16 October 2016

**Finance Analyst: *(****17 October 2016 – 29 January 2019)*

**» Responsibilities as a Finance Analyst – Business Operation Centre: Time and Material Billing**

* Obtaining and validating the work orders received from customers with the service request numbers appearing in the system
* Investigating significant discrepancies promptly, communicating them to the most relevant personnel and getting clarifications on the same
* Applying prices and other trading terms correctly, as agreed upon with customers
* Verifying the correct applicability on taxes for intra-state and inter-state movements
* Undertaking cross verification to ensure that all calculations are arithmetically correct and comply with organizational requirements
* Generating credit notes as and when required
* Printing and sharing of the invoices with the services team upon verification and validation of data

**» Responsibilities as a Finance Analyst – Business Operation Centre: Order Management Billing**

# Commodity Billing

* Analyze customer purchase order and agreement for applicable terms and conditions
* Based on analysis, submit quote in WOT Application for further billing
* Allocating revenue to relevant business units based on customer pricing master
* In case customer purchase orders/agreements do not specify the terms and condition, obtain approval for billing from relevant personnel
* Ensuring all the orders rated adhere to the tax laws in force during the relevant period
* Co-ordinate with Sales team for queries raised regarding commodity, quantum, value and other tax related queries
* Raising invoices as per the rates agreed upon with the customers along with relevant taxes in Oracle
* Ensuring all the invoices raised are sent to the inventory management team for triggering movement of goods

# Services/Solutions Billing

* Determining the percentage of work completion based on installation certificates
* Undertaking IT system solutions billing on milestone basis as agreed upon in the contracts for software upgradation/implementation

# MIS related experience

* Master billing reference tracker (relevant for determining rates, creating site orders and triggering invoices)
* All dash boards circle/zone wise and PAN India DB
* Income Tax Calculation (ITCR) Report from Taxation perspective
* IDTR report for invoice submission tracking
* Accrual Report estimation tracker (for estimating the amount of unbilled revenue relevant for business)
* Revenue estimation tracker based on orders booked (product wise, service wise, business unit wise)
* SAP-EDW query report
* Analytical report for identifying problematic areas, tracking backlog

**Billing Coordinator:** *(1 August 2013 – 16 October 2016)*

**» Responsibilities as a Billing coordinator – Managed Services billing (customer and vendor)**

# Key areas/functions as a Billing coordinator

* Handled Managed Services billing for top customer banks: HDFC, SBI, PNB, KOTAK, CANARA
* Responsible for accurate billings of customer as well as vendor within TAT
* Follow up with Vendor/ Customer/BOC/Internal team to process billing as per TAT
* Resolve queries/escalation raised by bank/vendor related to any billing issue on priority basis
* Have trained the entire team for complete customer and billing coordination process

# Customer Billing

* Preparation of customer billing data with basis of provided internal (services) team database.
* Customer follow up for final approval on the billing estimate and details
* Undertake follow-up with internal (services) teams for database and related queries
* Preparation and upload of customer approved billing data on SOM tool and sharing relevant details with invoicing team (BOC) for invoicing
* Follow up with invoicing team (BOC) for customer invoices and further coordination for queries if any
* Processing of customer invoices along with supporting documents for payment and maintenance of MIS for tracking of progress
* Coordination with Customer/Vendor along with internal/regional teams on a day to day basis for managing escalations relating to billing issues and customer queries

# Vendor Billing

* Validating the vendor MIS with the internal data, cross verifying the quantum/ amount to be billed and providing approvals
* Validating vendor invoice based on approvals provided
* Routine follow ups with vendor for MIS regarding work completion and corresponding invoices
* Raising purchase orders for procurements in ERP system
* Enhancement, cancellation and closing purchase orders as required
* Receipting, de-receipting of invoices for booking them against the correct purchase order

# MIS related experience

* Customer billing tracker
* Vendor billing tracker
* Dashboard (*For work completion and pendency tracker*)
* Monthly billing report (*End to end mapping of customer billing with vendor billing for Profit & Loss report*)

**CIS BUREAUS & FACILITY SERVICES**

Period: 11 July 2012 – 29 July 2013

**» Responsibilities as a Billing Executive – Customer Billing**

* Responsible for care taker services (security guard) customer billings
* Coordination with internal field officers and area officers for obtaining the supporting documents/ billing data
* Resolving customer issues related to billing and supporting documents.
* Follow up with customer for billing approval and payment.

# MIS related experience

* Periodic billing tracker
* Site maintenance tracker (details of active sites, sites handed over and sites taken over)

**SOFTWARE SKILLS:**

* + Navision Dynamic
  + Sugar CRM
  + Oracle
  + Enterprise Solutions
  + ERP
  + Global EMILI, Invoice Engine
  + WOT (Order Management)
  + Microsoft Office
  + Advance Excel
  + Tally
  + MSCIT

**PERSONAL SKILLS:**

* + Proven ability to perform strategic planning and prioritization
  + Excellent analytical and problem solving skills
  + Effective communication and inter-personal skills in case of interaction with seniors, peers and customers
  + Creating an environment that fosters effective collaboration within and outside of the team
  + Can perform efficiently both as a team member and independently
  + Good presentation skills and ability to respond promptly

**EDUCATIONAL QUALIFICATION:**

|  |  |
| --- | --- |
| Degree | Year |
| SSC | 2007 |
| HSC | 2009 |
| B Com | 2017 |

**PERSONAL DETAILS:**

Date of birth: 13 May 1991

Marital Status: Married

Languages known: English, Hindi and Marathi

Hobbies: Playing chess, carom, watching movies and listening to music

**Place: Mumbai**