NIKHIL BHARDWAJ.

Email id - nikhilbharadwaj79@gmail.com Phone: +8008968824

An enthusiastic & high energy driven professional aiming challenging assignments in Credit Control and Accounts Receivable with a reputed organization

**PROFILE SUMMARY**

• Competent Specialist with 2 years of experience handling accounts receivable functions. Exemplary skill in resolving billing disputes, providing excellent customer service and applying payments.

• Talented in performing high volume of outbound calls to secure payments on past due accounts.

• Excellent knowledge Collections and Claim procedure with strong communication skills utilized in resolving customer queries.

• Can easily adapt to change and possesses eagerness towards learning and contributing to the organization.

• Versatile and analytic individual with a practical hands-on approach, aimed at achieving results to benefit the company in terms of high revenues.

**WORK HISTORY**

**Clarivate Analytics**, Hyderabad, Telangana.

**Collection Associate | 06/2019 – current**

• Supervising operations of the Accounts Receivable (AR) section with focus on ensuring Efficient processing (payment allocation, reconciliation and month-end reporting) of Company receivables and timely collection in accordance with company policies.

• Developing and maintaining cooperative and effective working relationships with all External and internal customers to ensure timely payment of invoices and resolution of customer queries.

• Performed targeted collections on past due accounts aged over old. • Coordinating & following-up with customers and sales teams for the collection of overdue/long Outstanding accounts; managing different portfolios like IP & Science, Comp Mark. • Worked with US, Italy customers to understand needs and provide quality service.

**EDUCATION**

**Master of Business Administration (Finance): David Memorial Institute of Management.**

Osmania University,

**Bachelor of Commerce (Generals): Vivek Vardhani (Arts and Science) College.** Osmania University.

**Hobbies: -** Listening to Music, Singing, Dancing and Browsing.

**TECHNICAL SKILLS**

• **MS Office, Salesforce, NetSuite, Get paid, Networking, Excel, Excel V - LOOK UP and OPSI**.

**ACTIVITIES**

Actively Participated in Many Management Clubs and Stood as a Management Club Co-Ordinator.

**ACHIEVEMENTS & AWARDS**

* Got NEN Certiﬁcate from Wadhwani Foundation,
* Got Awards in Music Competitions.

**PROJECTS**

**Derivatives**: On M/S. HDFC LTD. Study on Financial derivatives with the special reference to futures and options.

**PERSONAL STRENGTHS**

* Positive Attitude and Enthusiastic in Teamwork,
* Patience,
* Friendly nature,
* Self Conﬁdence, and
* Punctual.

**PERSONAL DETAILS**

Date of Birth: - 17th June 1994

 Languages Known: - English, Hindi and Telugu.

Current address: - 3-3-109SSR/303, SHIVA SAI RESIDENCY HYDERGUDA ATTAPUR, HYDERABAD

Contact Number: - 8008968824

**DECLARATION**

 I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

**NIKHIL BHARDWAJ**