

**Phanindra Mantripragada**

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**Objective**

*To build my career in a highly professional corporate having a culture of team spirit leadership and customer focus through my commitment and acquired skills. A job, which provides me with an opportunity for further enhancement, enables me to contribute to the growth and success of the firm and thereby helping me grow into a complete business professional.*

**Profile Summary**

* A dynamic professional with **over 10.8 years** of rich experience in various functional domains of Finance & Accounts currently spearheading efforts as Cluster Credit Manager with Samhi Hotels operating 13 hotels all over India with different Marriott brands
* Ensure accurate and timely results in the form of reports and presentations etc.
* Expertise and sound knowledge in Receivables functionalities (AR), O2C, B2B, Reconciliation, Verification, Taxation.
* Addressing operational issues, resolving performance bottlenecks and achieving desired targets and deadlines.
* Problem solving through analytical thought process.

**Professional Span**

**Marriott & Samhi JV Business Hotels**

**Date: February 2021 – till Date,**

**Cluster Credit Manager.**

* Responsible for Debt collection including of 13 properties located in Various states in India.
* Leading a team of 17 members in AR stream.
* Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example.
* Staffs, manages and develops all billing and accounts receivable employees.
* Responsible for conducting the review meeting with all properties Senior leader ship team.
* Responsible to evaluate the credit scenario of the handling portfolio
* Responsible to handle the Audits as per the guidelines of Marriott International
* Respond and resolve customer queries.
* Coordinating with taxation and reporting team on the requirements.
* Submits reports in a timely manner, ensuring delivery deadlines.
* Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
* Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner.
* Maintains positive working relations with customers and department managers.
* Supervising and assisting with account reconciliation’s, account analysis and closing procedures at month end.

**The Westin Hyderabad Mindspace, Managed by Marriott International Inc.**

**Date: November 2015 – February 2021,**

**Assistant Credit Manager (Accounts Receivables)**

**Key Responsibilities:**

* Check figures, postings, and documents for accuracy
* Record, store, access, and/or analyze computerized financial information
* Control and secure cash and cash equivalents for property according to cash handling policy and procedures.
* Organize, secure, and maintain all files and records in accordance with document retention and confidentiality policies and procedures.
* Prepare, maintain, and distribute statistical, financial, accounting, auditing reports and tables.
* Audit and reconcile all revenue postings.
* Post cash entries into accounting system. Assist management in training, evaluating, and motivating and coaching employees
* Supervising and assisting with account reconciliation’s, account analysis and closing procedures at month end.
* Verification of journal entries and payment vouchers with subject to the statutory compliance.
* Verification of petty cash and cash collection report on daily basis.
* Review of ageing on every Week.
* Ensure that reminder letter has been sent to debtors with aged accounts on a timely manner.
* Uncollectable accounts to be written off have been summarized and documented with the approval of the management.
* Perform a regular pattern of follow-up and collection efforts are documented and logged.
* Initiate collection action for overdue account’s and prepares for legal action if necessary.
* Ensure that all credit applications properly documented approved by the management and are based on the policy and procedure
* Respond and resolve customer queries.
* Ensure compliance on Payment Card Industry (PCI) policy.
* Reserve for doubtful accounts is maintained in accordance with company policy and the bad debt reserve report is in agreement with the G/L.
* Schedule and precedes the monthly credit meetings.
* Preparing audit schedules and assisting the auditors in solving their queries, (Internal & Statutory Audit).

**ITC Limited – Royal Gardenia Bangalore.**

**Date: Jan’2015 – Oct’2015.**

**Credit Executive.**

***Key Responsibilities:***

* Assist in developing sound, acceptable credit policies
* Responsible for collection of receivables using established collection procedures on a portfolio of customer accounts
* Monitor and pursue collection of overdue accounts to ensure receivable balances remain within hotel credit terms and approved credit limits. Liaise with Financial Controller in relation to any balances of concern
* Ensuring past due and collection metrics are achieved on a portfolio of accounts
* Maintaining a smooth functioning credit portfolio -supplying responsive, Process-Effective services
* Respond to queries, by resolving issues in a timely and efficient manner to ensure customer satisfaction
* Conducting Credit Review Meetings on Weekly basis
* Monitor receivables and collections and provide updates of receivables and provide appropriate reporting procedures
* Ensure statements are sent to clients with outstanding receivable balances on a monthly basis
* Negotiate payment programs with delinquent customers

**Grand Mercure Bangalore Managed by Accor**

**Date: Jan’2014 – Jan’2015.**

**Credit Executive.**

***Key Responsibilities:***

* Preparation of various Financial Statements /Daily Business Reports.
* Reconciliation of Current account on daily basis. Accounting of Interest accrued of Fixed Deposits, Making Foreign Remittances
* Preparing Revenue & Tax Reconciliation statement on daily basis
* Preparing statements on a monthly basis for Service Tax, Luxury Tax , Vat payable Providing the same to HO for making payment. Maintaining the Input Credit Register. Providing details for filling yearly return
* Responsible for collection of receivables using established collection procedures on a portfolio of customer accounts

**The Westin Hyderabad Mindpace (Managed by Starwood hotels LLP)**

**Date: Feb’2012 – Jan’2014.**

**AR Associate.**

**Lemon Tree Hotels**

**Date: Aug’2011 – Feb’2012.**

**Night Auditor.**

**Taj Deccan – A Unit of Taj GVK Hotels and Resorts Limited**

**Date: Jan’2009 – Aug’2011.**

**Accounts Assistant.**

**Academic Credentials**

* Pursuing MBA (Fin) from Pondicherry Central University.
* Graduate in B. Com in 2002.

**Achievements**

* Achieved a certificate for best employee of department 2011.
* Achieved a certificate of appreciation 2015.
* Promoted as Assistant Credit Manager in 2017
* Achieved White belt in Six Sigma Certification and pursuing for next levels

**Technical Skills**

* MS-office, Macros, Sun Financial Systems, Opera, PMS like Fidelio, Opera and ERP like SAP, Orion & Tally

**Personal Dossier**

DOB: 07/04/1982.

Father Name: Surya Umamaheswara Sharma

Marital Status: Married.

Languages: English, Hindi, Telugu & Kannada

Nationality: Indian.

Passport Status: T9327384 (Exp: 15-11-2029)