

ROHIT TUKRA

Accounts and Finance : R2R / P2P / Cash Application

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Expand my knowledge base through practical experiences and exposures while working in alignment with the organizational goal. I wish to contribute in vision, leadership and conceptual skills to my organization and derive a sense of accomplishment in my endeavors.

Professional Summary

CORPORATE EXPERIENCE:

- Currently working in as Junior Manager in E-DP Marketing Pvt. Ltd. from 01.01.2020 . (11 months).
- Worked as Junior Manager Account's in Ruchi Soya Ind. Ltd. from 18.09.2007 to April 31.12.2019 (12 yrs. 4 months).

Highly motivated, self – starter able to work independently and collaboratively within a diverse team environment.

Always follow the approach of “meeting dead lines”.

Role & Responsibilities in E-DP Marketing Pvt. Ltd.(Jan. 2020 till date)

- Responsible for Credit Control Management & Collection.
- Sending accounts statement to customers on monthly basis as well as on customer request.
- Responsible for customer queries & disputes through emails and calls.
- Calling customers and sent emails for past due invoices.
- Making manual invoices, credit notes, debit notes and refunds.
- Responsible for write-off very aged unpaid invoices after customer approval.
- Responsible for closing all the entity on monthly basis.
- Have weekly call with client to get updates and feedbacks.
- Prepare collection and disputes reports and sent to reporting manager.
- Responsible for between customer and customer support team for any dispute
- Process PO and Non PO Invoices.
- Process Expense report on daily basis.
- Book vendor prepayments and follow up for final invoices.
- Review all invoices with PO before approval & payment release.
- Prioritizing payment for discounting vendors.
- Solving dispute & query to our vendor.
- Research on Unidentified and Unapplied cash.
- Review Premium Statements.
- Solve Customer Queries through Email.
- Responsible for Collection of due premium.
- Apply cash as per remittance.
- Doing customer account current reconciliation.
- Apply cash and resolve unapplied and unidentified cash.
- Sale tax and Income tax compilation work and handing the scrutiny issues.
- BRS for banking activities on quarter basis and review of bank books.
- Preparation of Cash Flow Statement for consultation with auditor's.
- Timely and periodic review of financial statements with management and auditor's

- 1) Handling day-to-day cash working of group companies making payment to parties, handling brokers accounts & preparing reconciliation. Statement, suggesting marketing department to recover outstanding.
- 2) Preparation of HIGH SEAS agreement (SALE PURCHASE BOTH) at all ports considering market value, exchange rate & quantity to be traded for the purpose.
- 3) Passing bank entries (BP & BR) for group companies & preparing Bank Reconciliation statement regarding finalization of Balance Sheet.
- 4) T.D.S.working & t.d.s. return filing of group companies & income tax return filing of group companies.
- 5) Preparation & finalization of group & associate companies balance sheet for Audit & Income tax purpose.
- 6) Return filing of group companies quarterly, and ensuring that no penalty should be imposed.
- 7) Liaisoning with the government officials for various company related issues.
- 8) Indulge in Income tax and sales tax scrutiny and providing details to consultants via reports as per notices served for each respective associate company.
- 9) Handling every banking activity i.e., NEFT, RTGS, Online payments and kyc updation as required by R.B.I. norms.
- 10) Handling accounting activities on the basis of IFRS via lisoning with internal auditor's.

Professional Achievements & Other Activities:

- 1) Summer training on "PROJECT APPRAISAL ON Asset Credit Scheme at M. P.F.C. ", Indore.(5weeks)
- 2) OJT UNDER C.A. GUIDANCE ON AUDITING AND FINANCIAL STATEMENTS (3MONTHS).
- 3) Seminar Presentation on "BUSINESS ETHICS AND ITS RELEVANCEINCURRNTSCENARIO".
- 4) Winter training on "Auditing and Administration" from Trade Centre Indore, (20days).
- 5) Received "Best Employee Award" in Fiscal Year 2014.

Education Qualification

- M.B.A. (Finance)-1st Division from Prestige Institute of Management & Research Indore
- M.COM (2nd Division) from G.A.C.C. INDORE
- B. COM (2ND Division) from P.M.B. Gujarati Commerce College Indore

Knowledge & IT Skills

- MS Office, Operating System, TALLY ERP -09,SAPFI Module, & Liasoning.

Personal Dossier

Date of Birth	: 24 th August 1982
Marital Status	: Married
Languages known	: English & Hindi
Address	: 80,Brijeshwari N-X, Kanadia Road,Bangali Chouraha Indore-(M.P.) Pin Code:452016
Nationality	:Indian
Passport Available.	: Yes Valid till 07.06.2028
Relocation	:Ready to relocate.