

# Eshan Chatterjee

## Professional Summary

Systematic Financial Executive with a very good experience in finances. Trained in financial project management, customer service, scheduling, financial assessments and investment advising. Collaborates closely with clients to optimize specialty financial plans and profitable outcomes.

Experienced Finance Executive with over 1.8 years of experience in Hilti India Pvt Ltd. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits.

## Work History

### Hilti India Pvt Ltd - Finance Executive

Kolkata, WB

01/2019 - Current

- Increased revenue Number% by assisting with operations management, including sales and marketing efforts.
- Reduced process discrepancies Number% by accurately maintaining performance reporting data systems.
- Verified discrepancies and resolved clients' billing issues
- Prepared bills receivable, invoices and bank deposits.
- Processed incoming payments in accordance with established financial policies.
- Maintained records by imaging invoices, debits and credits.
- Reconciled daily AR ledger and verified proper posting.
- Completed daily process adjustments to maintain accuracy.
- Resolved valid or authorized deductions by entering adjusting entries.
- Posted customer payments by recording cash, checks and credit card transactions.
- Updated aging reports based on daily audits.
- Prepared monthly reports, including payment and account reconciliations and financial statements.
- Set up and updated customer accounts and CRM with interactions, payments and personal information.
- Contacted customers to collect outstanding payments via one-time or negotiated installment methods.
- Generated and mailed updated statements monthly and processed demand letters.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals.
- Conducted investigations of customer accounts and payment histories.
- Researched accounts and completed due diligence to resolve collection problems.
- Answered average of Number calls, emails and faxes per day, addressing customer inquiries, solving problems and providing product information.

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## Skills

- Financial Reports
- Balance Sheets
- Preparing Presentations
- Accounts Payable and Accounts Receivable
- Financial Records and Reporting
- Working knowledge in SAP
- Closing procedures
- Collections
- Payment Collection
- MS Office
- Process improvement
- Account Reconciliation
- General Ledger
- Customer Accounts Management
- Payment Schedule Determination
- Billing and Collections
- Accounts Receivable
- Month-end reporting
- Goals and Performance
- Finance
- Issue investigation
- File and records management

## Education

2011  
**Uttarpara Children's Own Home**  
Kolkata  
WBSSE

2013  
**Nabagram Vidyapith**  
Kolkata  
WBCHSE: Pure Science

2016  
**Bhairab Ganguli College**  
Kolkata  
Bachelor of Science: Science.

**Symbiosis Distance Learning Education**  
Pune  
MBA in Finance & Banking: Finance