

## **SUDHAKAR S. KARNAD**

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### **PROFESSIONAL SUMMARY:**

Credit Controller with 16+ years of experience in Accounts Receivable, Client Management and handling client accounts to the volume of 5.40+ Cr. per month. With good knowledge on sales, distribution, accounts management and overall view of running a business.

Proactive and result oriented Finance Controller with good communication skills and experience in all aspects of accounts receivable/ collections etc. Demonstrated hands-on experience in the development and implementation of strategic plans to ensure company growth. Ability to focus on the minute details and ascertain high level of accuracy in compiling financial data.

### **KEY SKILLS:**

Accounts Receivable	Aging Analysis	Team Lead
Account Reconciliation	Consolidated statement	Recovery of Debts
Billing & Collections	MIS Reporting	Customer Relations
Invoice Management	Budgeting	Financial Administration

**Technical Skills:** MS- Office- Excel, Tally, I Book

### **PROFESSIONAL EXPERIENCE:**

**ATB Yatra Pvt Ltd From : Mar 2019 - April 2020**

**Designation: Sr. Executive - Credit control**

**Thomas Cook India Ltd From : Aug 2014 - 24<sup>th</sup> April 2018**

**Designation: Assistant Manager - Credit Control**

**Areas of Responsibility:**

- Prepare and Review aging statement
- Risk management / check on credit worthiness
- Work on stringent deadlines to meet target
- Set the collection plan in consultation with Finance Managers
- Identification and Action Plan to handle bad and doubtful debts
- Monthly reconciliation and Year-end provisions
- Monitoring progress in collections periodically
- Relationship management with all the corporate clients
- Work with cross function team to reduce process costs
- Preparing timely financial reports/ ageing report / other statistical reports and scrutiny, on potential clients payment performance
- Co-ordination with Auditors in connection with outstanding debts.
- Set up the credit control strategy
- Managing a Team ,and guide them towards the team goals
- Ensure credits are within the discretionary limit
- Review customer's payment performance and develop re-payment plans
- Follow up on overdue debts / critical cases, perform daily / weekly calls, and generate reminder statements
- Resolve queries or concerns regarding unpaid invoices
- Work closely with other departments when required
- Resolve payment issues, prepare credit notes and make adjustment entries
- Preparation of discrepancy report and resolve variances promptly
- Reconciliations of customer accounts and ensure all records are up to date
- Maintain all documentations related to billing and accounting accurately
- Follow up on collection of outstanding balances with clients.
- Tally TDS accounting & Issue Balance confirmation
- Reporting to Credit Control- Regional Head South
- Payment Follow ups on fortnightly/weekly outstanding statements.
- Reviewing of Debtors account and action plan for collection of outstanding dues
- Maintaining the DSO on average of below 30 days
- Reporting on the DSO to the Regional Head- South Region
- Team Mentoring / Coaching/ Management

**Entrepreneur - Distributor for Hindustan Coco Cola Beverages Pvt. Ltd.**  
**From Nov 2012 - July 2014.**

**Areas of Responsibility:**

- Business Development functions, including new product rollouts
- Key Accounts Management and Customer Relationship Development
- Contract Negotiation

**Thomas Cook India Ltd                      Nov 2010 - Sep 2012**  
**Designation: Assistant Manager - Credit control**

**Areas of Responsibility:**

- Payment Follow ups of fortnightly outstanding statements
- Reviewing of Debtors account and action plan for collection of outstanding dues
- Reconciliation of debtor's accounts.
- Reporting on the DSO to the Manager Finance
- Handling 10 - 12 client accounts to the volume of 4.50 corers per month.

Achievement - Pride award for Integrity award winner for the south Credit control.

**FCM - Travel Solutions (India) Pvt Ltd   Jan 2005 - Oct 2010**  
**Designation: Sr. Executive Finance & Credit control**

**Areas of Responsibility:**

- Preparing fortnightly outstanding statements.
- Preparing MIS reports
- Reconciliation of debtor's accounts and bankbooks.
- Reporting on the DSO to the Manager Finance
- Handling more than 40-50 client accounts to the volume of 6 crores per month.

**Travel Tours Pvt. Ltd. Bangalore                      Feb 2003 - Jan -2005**  
**Designation: Executive Finance**

**Areas of Responsibility:**

- Preparing fortnightly outstanding statements.
- Preparing MIS reports
- Reconciliation of debtor's accounts and bankbooks.
- Reporting on the DSO to the Manager Finance

**Seagull Clothing Pvt. Ltd., Bangalore   Mar.1996 - Jan 2002**  
**Designation: Executive (Admin & Stores)**

**Areas of Responsibility:**

- Preparation of Statements of Accounts
- Bank Transactions (Discounting Letter of Credit, Foreign Bills of Exchange),
- Payments & Receipts and Export Documentation (preparing Packing slips,
- Packing List, Invoicing, Shipping Bills, Bills of Exchange and Duty Drawback

- Submitting TDS and Service Tax
- Quality Check and Maintenance of Stocks Books
- Preparing statements of Purchase
- Stock Level, Book stock and Physical Stock statements
- Executing Foreign Orders according to LC terms and conditions
- Managed the complete day-to-day functions of the head office

### **EDUCATION:**

**Bachelor of Commerce**, Karnataka State Open University, Mysore

### **PERSONAL DETAILS:**

**Date of Birth:** 27th July 1973

**Marital Status:** Married

**Hobbies/ Interest:** Sports, Singing and Listening to music

**Languages known:** English, Kannada, Hindi, Tamil & Konkani.

**Personality Traits:** Self-motivated and proactive to ensure tasks are followed up and completed.

**(Sudhakar S. Karnad)**