

Gurpreet Singh Bhatia
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Open for Relocation

Profile Summary

- **MBA (Finance)** professional offering **over 8 years** of a successful career with diverse roles distinguished by commended performance in end-to-end Accounts Receivable, Client Handling, Collections Management, management reporting, implementation of new computerized system from manual books of accounts and streamlining system and procedures
- Responsible for the coordination of work carried out by the processors/ authorizers and ensure accurate and seamless execution of assigned workflow
- Ability to assimilate new information and quickly adapt to new environment.
- Ability to work with people in different geographies.
- Experience of handling various Manual / Electronic Payments along with schemes, Channels and policies and supporting a team in same environment.
- Competent in managing processing of Accounts Receivable (AR) invoices, billing and credit notes, reconciliation of customer accounts, credit analysis and follow-up on collections
- Experience of managing 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 to company policies
- Effective communicator with a remarkable skill to interact with internal and external clients by offering courteous, efficient and helpful service
- Self-starter and Self-motivated player able to define, structure and priorities work for self (and team as may be applicable), but also has the flexibility to change priorities as circumstances dictate.

Core Competencies

Accounts & Finance	GL Reconciliation	Internal Control & Audits
Order to Cash Management	Client Relationship Management	Accounts Receivable
Payment Recovery	Transaction Processing	Credit Control
Financial Analysis	Invoice Management	Revenue Generation

Organizational Experience

**June'19 Till Date with Orix Auto Infrastructure Services Ltd in Delhi as
Asst. Manager Billing and Collections**

Key Result Areas:

- Managing Billing and collections on Pan India basis for the corporate clients.
- Keeping a check that timely invoices should be sent to clients.
- Setting up the new clients and taking part in deciding credit terms and Conditions.
- Follow up with customer for remittance details. Obtaining customer consent to refund / adjust payment against due invoices where an overpayment / duplicate payment received from the customer.
- Reconciling the accounts on regular basis.
- Collaborate with billing, operations and Tax team to resolve customer issues.
- Contributed in Improved the billing process for the specific client.
- Chasing the clients for the payments by calls, emails and sometimes meeting them in personal.

- Follow up with customers for PO Number/ copies.
- Maintaining tracker regarding how much collections needs to be done in a month.
- Doing clients meetings as and when required.
- Monitoring customer account details for non-payments, delayed payments and other irregularities.
- Presenting Revenue and collections reports to higher management on monthly basis.
- To ensure closure of all open audit issues.
- To manage the Delinquent pool, Provisions on 90+ Portfolio and NPA within Targets.
- Preparing accounting statements of clients on weekly basis.

May'16 -June'19 with Onkar Infotech in Gurgaon as Accounts Executive

Key Result Areas:

- Spearheading corporate accounts of clients such as Tech Mahindra, Infosys, TCS, ITC, Hinduja and so on.
- Managing AR like Making invoices in software, making reconciliations, audit schedule, unbilled data files and all the activities which are needed as per the requirement.
- Producing invoices for the clients in GBP and Euro as per the requirement.
- Formulating credit notes and reports such as revenue and collection in Excel as per client's requirement.
- Conducting regular and timely follow-up with clients through email and calls regarding the overdue payments.
- Making collections calls/emails to clients to keep the debtors in control.
- Preparing accounting statements of clients on weekly basis.
- Making ageing report on the weekly basis.
- Making Revenue and Collection reports on weekly/monthly basis.
- Safeguarding escalation of the case in case the correction needs to be done on the operations side.
- Working on Revenue, collections and ageing reports on the weekly basis and sends them to BDM's
- Review the client history for payments and setting up the credit limits.
- Allocating payments according to remittance received and send them revised account statements.
- Managing all aspects of Credit control, payments, Invoicing.

Sept'15 to May'16 with Apollo Fiege Integrated Logistics Private Limited (Corporate office), Gurgaon as Sr. Executive Operations and Documentation

Key Result Areas:

- Introduced Import and Export Jobs.
- Ensured:
 - Proper follow- up with the branches for providing original invoices
 - Payments are made to the vendors.
 - Vendor payment & vendor reconciliation & that claim are settled on monthly basis.
- Generating domestic and overseas invoices against consignee.
- Keeping check on the profit margin in each invoice billed.
- Following up with concerned teams to get differences cleared and send them invoices copy for payment.
- Inspected and confirmed the documents such as MBL, HBL and so on.
- Liaised with both internal and external customer to resolve their queries.
- Presenting accounting issues and results to executive committees and upper management.
- Identified & presented accounting issues & results to executive committees and top management.
- Managed data record and entered bills & vouchers.
- Taking client calls on every week end and reporting them and follow up for the payment of invoices raised.
- Monitor customer account details and identify and investigate non-payments, delayed payments.

Nov'12-Sep'15 with Tech Mahindra in Noida as Subject Expert Matter

Key Result Areas:

- Managing the research team for the Sallie Mae Bank's subsidiary Upromise Investment.
- Investigating the reasons for cash back not posting in Upromise member's account.
- Communicating to members through mails and calls regarding their cash back status.
- Sending cheques to members after verifying their address.
- Handling escalations and client calls.
- Helping members linking their Upromise account with 529 investment account or student loan accounts.
- Providing coaching and feedback to team members.
- Handling team of 15-20 people.
- Team management in Team Leader's absence.
- Managed & mentored team members and gave feedback to them on process updates.

Academic Details

- **MBA (Finance)** from IMT, Ghaziabad in 2019.
- **GNIIT** (Business System and Information Management) in 2012.
- **B.Com.** in 2011
- **12TH CBSE** in 2008
- **10TH CBSE** in 2006

IT Skills

- Expert working knowledge of MS Excel, MS Access and Power Point skills.
- Kana (Emailing Software).
- SAS Basic (Statistical Analysis System)
- Worked on Oracle.
- Worked on Logisys Software (Import n Export)

Personal Details

Date of Birth: 31st March 1991
Languages Known: English, Hindi and Punjabi
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