

# Gaurav Jadhav

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## **Career objective:**

Graduate in Commerce with 6+ years of proven track record in managing end-to-end aspects of order processing, billing, quoting, credit processing, reporting, seeking a challenging position with a dynamic organization to contribute accrued skills in achieving organizational objectives and charting a mutually beneficial growth path.

## **Expertise Summary:**

- 6+ years of experience.
- Strong exposure and experience in processing, reporting to deal with various tasks & issues.
- Able to set up priorities, take quick decisions and apply or direct them to meet the deadline.
- Personal skills include decision-making, discipline, accountable, co-ordination, positive approach to grab changes, sense of urgency, honesty, detail-oriented, dedication and continuously striving for improvement.
- Technology enables & collaborate in system simplification and assist with UAT as needed.
- Empower to deal with/ assist to various department's as per scenario.
- Deliver or handle ad hoc, emergency circumstance task and responsibilities whenever required.
- Proficient in identifying areas of improvements, performing research and benchmarking against best practices and providing recommendations.

## **Professional Experience:**

- **Sept. 2022 to June 2023 with Qlik India Private Ltd (on 3<sup>rd</sup> PP) as Order to Cash Specialist**  
is responsible to provide quotation & turn it into valid sales order in the system on behalf of order leads/ inquiry with view of ACV, TCV and other aspects.
  - Monitor/ follow up with cycle of opportunity or lead from generation to final invoice.
  - Determine weekly revenue forecast and perform revenue recognition activity.
  - Process invoicing, amendment, subscription, maintenance SO, renewal & license delivery, OEM.
  - Credit check & provide eligibility of discount, delivery schedule, Ramp and T&M billing.
  - Raise an invoice or credit for surrender service or product.
  - Handle activities like ServiceNow request, update pricing book, request for renewal/s, uplift in TCV & resolve Client or partner query on various topic.
  - Coordinate & assist to delivery, support, customer experience dept., colleague & internal teams to fulfill customer's order or resolve their issue's.
  - Maintain customer, partner detail card & Review O2C, Clari report's, highlight to leads if needed.
  - Support team during month close & reporting process.
  - To prepare revenue coversheet.
  - Perform audits to measure accuracy by identifying errors and closure of transaction in specified timelines.
  - To prepare unbilled & unprocessed revenue reports and responsible for inserting valid comments.
- **Jan 2022 to July 2022 with NielsenIQ India Private Ltd. as Revenue Associate** to review and validate sales contracts in order to recognize revenue and establish a billing plan with policies and procedures.
  - Administer/ Modification/ Creation of sales contract and order processing for customers in coordination with Client Service.
  - Prepare/ Process billing runs and dispatch of invoices as per customers requirement. Running the

reports for unprocessed bill and revenue with help of various application, take action against it to resolve backlog.

- To provide input regarding complexity to RC.
- To process subsequent billing and Revenue recognition.
- To resolve customer dispute.
- Link in with FP&A on the closing schedule, Reconciliation of consolidated accounts to support internal audit.
- To process/ responsible for SAP change/ POCR & SAP account requests
- Screening and validation of all information, documents as per standard process.
- Upload invoices on Tungsten portal.

- **April 2018 to Jan 2022 with Medline Industries India Private Ltd. as Senior associate is**

responsible to process credit, bill or return to customer with Medline policies.

- To verify validity of account/s discrepancies by obtaining & investing information from OPS team, customer service dept, transport portal.
- To handle/maintain information to expedite credit, bill or return.
- Collaborate in system implementation and process simplification.
- To resolved queries related with Shortage/ Overage, pricing of product, tax, freight, damages.
- Actively participate in meetings (discuss task delegation, operational updates review, issues).
- Creating and maintaining SOPS with new updates.
- Sent the approval for credit/bill to VP or DO because of tolerance along with proper research and investigation.
- Co-ordinate with IMD, CMD, cash application, supply chain, division & product managers to resolve customer's issue & query.
- Task back to OPS team for incorrectly assigned to us.
- Train the new joiners and review their work.

- **Joined State Street Syntel Services Pvt Ltd. Pune in July 2016 to January 2018 as a Financial Associate** is responsible for the identification, reconciliation and crediting of all dividend payments for all types of equities, Interest from debt instruments and final redemption for US and Non-US Markets.

- Reviewing & researching income with reference to holding rate and security type.
- Working with market specific Sub Custodians to validate income receivables.
- Validating & confirming income a day before the pay date and ensure smooth income flow
- Crediting clients account after researching & confirming the income on pay date as per PDI policy.
- Process Maturity payments, booking and settlement of trades.
- Research and ascertain entitlement of trade on basis on Ex- Date and Record date position and market specific interest dividend entitlement rules.
- Reconciliation between custody books and accounting books.
- Settlement/Postings for interest, Dividend, Maturity etc.

**Achievements:**

- Completed organizational project of Automation for credit & re-bill task with help of SAP SD, RPA team.
- Developed Revenue coversheet to track the performance of deal.

- Successfully transferred knowledge of the freight credit process.
- Assist in UAT.
- Reduce the number of unbilled aged invoices from 150 to 30 days.
- Completed training of Task planning In Dale Carnegie & associates, Inc.
- Completed online course/ assessment on Order management includes various topics.
- Received multiple appreciations from overseas & managers.
- Won #2 price in photography.

**Personal Details:**

- Date of Birth: 28h March 1995.
- Marital Status: Unmarried.
- Languages: English, Hindi and Marathi.

**Academic Qualification:**

B.COM Finance (61.42 %)	From BMCC, Pune University.	2015
CS- Foundation programme	From ICSI, Delhi.	2014
HSC (68.67 %)	From BMCC, Maharashtra Board.	2012
SSC (73.09%):	From BES, Maharashtra Board.	2010

**Skill set:**

- Systems Applications and Products in Data Processing (SAP) & NetSuite.
- Salesforce (Lightning, CPQ, Classic) & MS- Dynamic
- DocuSign
- MS- Power BI
- Qlik sense Hub
- ZoomInfo
- Clari
- Blackline
- Tungsten portal
- Win shuttle
- MCH- AS 400
- Bloomberg terminal
- MS- 365
- VBA based Macro's

**Extra-Curricular:**

- Received EBRS Award and SPOT Recognition Award.
- Delivered session on Mutual fund.
- Participated in sport activities.
- Member of ERT team.

**Declaration:**

I hereby declare that all the information endows above is true to the best of my knowledge and belief.

**Date:**

**Place:**

**(Gaurav Jadhav)**