

SUBHANKAR DUTTA

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Career Objective

- ☐ To find a challenging position to meet my competencies, capabilities, skills, education & experience.

Licenses & Certification

- ☐ Pursuing Certified Management Accountant from Institute of Management Accountants, USA.
- ☐ Certificate for Exploratory Data Analysis in Excel by upGrad in Jan'2021.
- ☐ Certificate for Reading Financial Statements by Corporate Finance Institute in Jan'2021.
- ☐ Certificate for Fundamentals of Credit by Corporate Finance Institute in Dec'2020.

Knowledge Highlights

- US GAAP
- Revenue Recognition (ASC 606)

Skill Highlights

- | | | |
|--------------------|--------------------------|-----------------------------------|
| · Communication | · Negotiation | · Microsoft Excel |
| · Customer Service | · Account Reconciliation | · SAP |
| · Active Listening | · Dispute Management | · Oracle |
| · Supervising | · Customer Relationship | · Structured Query Language (SQL) |
| · TeamWork | · MIS | |

Professional Experience

Assistant Manager – Billing & Collection

Writer Business Services Pvt. Ltd. (Writer Corporation), Dec 26th 2019 - Till Date

- ☐ Responsible for managing Billing, Collection and Dispute management.
- ☐ Manage Corporates and Government Clients.
- ☐ Supervise Tele Collection team members.
- ☐ Work towards process improvements.
- ☐ Ensure appropriate and timely billing through O'Neil software and no revenue leakage.
- ☐ Experience in managing portal like COUPA, Tradeshift and other similar portal.

- ☐ Ensure credit note and debit note is raised as per commercial agreement or with proper approval.
- ☐ Engage with all cross functional teams.
- ☐ Account reconciliation as and when required.
- ☐ Preparing MIS.
- ☐ Improve overall cash flow and restrict bad debt provision.
- ☐ Ageing analysis and make strategies to ensure maximum collections from All Buckets.
- ☐ Maintain healthy ageing portfolio and avoid excessive credit limits.
- ☐ Lead collections projects as and when required.
- ☐ Coordinating with customers to get new PO wherever applicable to ensure smooth process of invoice submission and payment collection.
- ☐ Monthly review with management.

Credit Executive

DHL Express India Pvt. Ltd., Jun 25th 2018 – Dec 21st 2019

- ☐ Responsible for managing credit and collection for Proprietorship accounts, National accounts and Enterprise accounts of DHL Express.
- ☐ Use SAP function for all kinds of activities such as generating reports, Creating PTP, updating customer communication.
- ☐ Tele Verification of the customer's details provided by sales team before opening an account.

CFS Key Accounts Representative - Associate

FedEx Express TSCS (India) Pvt Ltd., Apr 28th 2016 – Jun 22nd 2018

- ☐ Responsible for managing credit and collection for Global accounts of FedEx.
- ☐ Participating and leading various projects (E.g. E – invoicing, EFT & Auto CQL project) as and when required.
- ☐ Work on Oracle function.

Senior Executive – Credit Control

Matrix Cellular International Services Ltd., Feb 27th 2014 – Apr 27th 2016

- ☐ Responsible for credit & collection of Kolkata Branch.
- ☐ Supporting tele collection team & agencies as and when required.
- ☐ Supporting the legal team in their activities (Lok Adalat etc.) to recover the payment.

Relationship Manager – Corporate

Thinktel Solutions India Pvt. Ltd., Mar 26th 2013 – Feb 26th 2014

- ☐ Manage entire customer life cycle for assigned SME corporates post sales.
- ☐ Responsible for Collection management.
- ☐ Generating revenue by up selling.

Education

- ☐ **Bachelor in Commerce with Honors (H)** from West Bengal State University in 2012. (Secured 57.3%)
- ☐ **Higher Secondary** from West Bengal Council of Higher Secondary Education in 2009. (Secured 73.6%)
- ☐ **Secondary Education** from West Bengal Board of Secondary Education in 2007. (Secured 64.8%)

Activities and Interests

Listening Music, Singing.

Rewards & Recognition

- ☐ Rewarded with prestigious award Bravo Zulu by FedEx for Outstanding Support to large Strategic Accounts.
- ☐ Best Relationship Manager Award by Airtel for providing Excellent Customer Service to Corporate Clients.

Personal Details

Name : Subhankar Dutta
Date of Birth : Dec 15th, 1991
Gender : Male
Linguistic Capabilities : English, Bengali, Hindi
Permanent Address : D-94, Rabindranagar, P.O. - Ganganagar, P.S. -
Madhyamgram, Kolkata- 700132

Declaration: I hereby declare that the above-mentioned information is correct, up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kolkata

Date:

(Subhankar Dutta)