



ABOUT ME

15+ yrs. experience in financial services.

13+ yrs. experience in Account Receivable (AR), O2C, Credit Risk, Debt Collection (B2B, B2C), Funds Forecasting, Taxation, GST, Customer Focus, Billing, Legal & Audit Compliance. To obtain a position in management, where I can get the opportunity to apply my skills in success of organization.

CONTACT



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Gurgaon - 122002



DEGREE

B.Com

Delhi University, 2001

1 year Computer "O" Level

Diploma from DOEACC Society,
New Delhi



AWARDS

Smiths Detection - 2017

1. Star Award:

(Leadership & Teamwork)

2. Team Star Award:

(Customer Focus, Operational
excellence & Team work)

Lenovo India Pvt Ltd - 2012

3. The Gallantry Award:

(Excellent contribution in
reducing AR, Interaction with
Service Installation partners,
Order desk communication on
Govt Account Terms)

4. The Special Forces Team
Award:

(Outstanding contribution as
Team Member in Onshore AR
Functions)

Becton Dickinson India Pvt Ltd:

5. Braveheart Pugmarks Award
(Excellent performance &
commitments)



Sept'15
To
Dec'20

July'14
To
Aug'15

Sept'09
To
June'14

PROFESSIONAL EXPERIENCE

Smiths Detection Systems Pvt Ltd, Gurgaon

{Asst. Manager AR}

Debt Collection: -

1. Responsible for managing collection process (Onshore & Offshore) for Government, Semi. Govt, MNCs, Distributor & Private clients.
2. Setting up robust collection process & collection target for team.
3. Follow up for outstanding EMD, Security deposits (DD, FDR, and BG).
4. Cash application & set off.
5. Maintain cordial relationship with clients and ensure timely issue redressed.
6. Review with management & business teams to reduce overdue.
7. Review Clients & Intercompany ledger reconciliation.
8. Monthly closing activity.
9. Sales order (Run rate, Aftermarket & Program) creation, review & billing.

Credit Control: -

1. Setting up credit limit for new customers.
2. Monitoring and review credit limit for existing customers.
3. Review the business deals and highlight risk and help sales team for commercial terms.
4. Block order release management.

Treasury: -

1. Issuance of BG & SBLC.
2. LC vetting & discounting.

Other: -

1. Revenue recognition & Billing of unbilled receivables.
2. Support legal team for litigation cases.
3. 26AS & TDS on GST reconciliation.
4. Business partner claims processing.
5. Responsible for Account Receivable audit.

MB Solution Pvt Ltd, Delhi

{Asst. Manager Finance}

1. Order Management.
2. Credit Management.
3. Cash Collections, their accounting and cash flow.
4. Dispute management and drive to resolution.
5. Cash Control, Bank Reconciliation, Party Reconciliation.
6. Processing of Credit notes & Debit notes.

Lenovo India Pvt Ltd, Gurgaon

{Asst. Manager AR}

1. Cash Collections and their accounting in SAP.
2. Monthly review of AR with Business managers.
3. LC vetting & discounting.
4. Quarterly analysis and reporting of sales incentive.
5. Responsible for Order to Cash (O2C) process.
6. Business partner claims processing.



PERSONAL DETAILS

Date of Birth:
01-Feb-1979
Language Known:
English, Hindi
Nationality:
Indian
Passport No:
N8103745
Passport validity:
01-May-2026
Material Status:
Married



Mar'06
To
Aug'09

PROFESSIONAL EXPERIENCE

Becton Dickinson India Pvt. Ltd, Gurgaon {Commercial Executive}

1. Offshore & Onshore Order Management.
2. Credit Management.
3. Cash Collections and their accounting.
4. Monthly review of AR with Business managers.
5. Customer account reconciliation, balance confirmation to customer's quarterly basis.
6. Processing of Credit notes & Debit notes.
7. Collection of C Forms.
8. Partner Commission claims.
9. Bank Reconciliation in SAP.
10. MIS reporting.
11. Follow up with CSP & CFA for dispatches.
12. Responsible for stock transfer to CFA's.
13. Statutory, Sox and Internal Audit.

June'05
To
Feb'06

Anand NVH Products Pvt Ltd, Gurgaon {Accounts Executive}

Accounts: -

1. Maintain book of Accounts.
2. Cash Control, Bank Reconciliation, Party Reconciliation.
3. Finalization of monthly P & L a/c, Balance Sheet.
4. Passing purchase bills and Payment to Vendors.

Income Tax: -

1. Responsible for TDS deposit.
2. Preparation of E-TDS Returns.
3. Issuing Form -16A (TDS Certificate to Contractor, Sub-Contractor, Professional, Commission).
4. Looking after Advance Tax and Self-Assessment.

Sales Tax: -

1. Responsible for Sales tax deposit.
2. Issuing of various Form like H, C, F, E, D and VAT.
3. Responsible for Sales tax return and assessment.

Sept'03
To
June'05

Indus Communication, Delhi {Accountant}

1. Accounts Preparation of day to day voucher.
2. Handling Cash.
3. Maintaining Stock Summary.
4. Branch accounting.
5. All type of reconciliation statement (BRS, Party reconciliation etc.)
6. Filling TDS Challan, Advance Tax and Self-Assessment Challan.
7. Assist for all type of Sales tax matters.
8. Assist for Balance sheet finalization.

COMPUTER SKILLS

MS Word
MS Excel
Power Point
Tally 7.2
SAP (SD & FI/CO Module)

PERSONAL SKILLS

Customer Focus
Self-Motivated
Decision Making
Critical Thinking
Flexible