

Rakesh Sharma

7303378782

rakesh.ggg143@gmail.com

Career Objective:

Seeking a challenging position in a growing organization that would offer me ample prospects for continuous improvement, both personally and professionally and to enhance co-operative objectives of the company.

Educational Qualification:

Examination	Session	Institution	Bo rd/Uni v.	Marks
M.B.A (Production & Operation Management)	2020-2022	G.J.U -Hisar	G.J.U-Hisar	Persuin g
B.Com	2016-2019	GITAM University	ITAM Un versit y	65%
Senior Secondary	2013-2014	S.R.M.L Hr Sec. school	J. .B.O.S .E	79%
Higher Secondary	2012-2013	Govt. High School	J. .B.O.S .E	64.2%

Academic Achievements:

- Lead Team of Chess in Past .
 - Member of the Organizing class group of Project on Environment statue.
 - Joining Exhibition in Science & Environment & taking 02 Prize at Jammu Level
-

Technical Qualification:

Operation Systems	Windows-XP/7/8,10
Office Automation Tools	Expert knowledge of MS Office, MS Visio,
Professional Courses	SAP (Market Module) , CDO , LMS

• **Professional Skills:**

-
- Cash & Bank Reconciliation in SAP
 - Daily Routine Accounting Entry (Receipts ,Payments etc.) in SAP.
 - Vendor Creation in SAP.
 - Accounting of Fixed Assets .
 - Assign Tag Number to Assets.
 - Invoice Creation in SAP.
 - Creation of Sales Order , Delivery & Shipments in SAP
-

Strengths:

- Good Communication skills.
 - Committed to work.
 - Quick learner
 - Decision making skills
 - Goal Oriented, Result achiever
 - Self - Motivated
 - Excellent People Management.
-

• **DATA ENTRY EXECUTIVE (C.J DARCL LOGISTICS LTD.Period .: 22-Sep-2015 to 06-Mar-2018**

○ **Roles & Responsibilities:**

- Leading various team to manage responsibilities of entire site.
- Independently handling, assisting the customer to determine problems and provide resolutions on any issues & service problems, escalations, assess customer's needs.
- Analysis of reports including process dashboards, team performance reports, initiating appropriate action plans & initiate trainings.
- Review Daily activity reports.

- Generate Delivery & shipment of Sales Order in SAP .
- Payment follow up with customer.
- Daily MIS Report.

• **Billing Executive {D.G.F.C (Delhi Gujarat Fleet Carriers Pvt. Ltd)}:Period .:15-March-2018 to 25-Oct-2019**

○ **Roles & Responsibilities:**

- Analysis of Reports Including Not Billed, Outstanding & Overdue of Payment.
- Daily MIS Report to Customers.
- Generate Invoices & Submitted to Customer
- Cash & Bank Reconciliation in SAP.
- Claim follow up .
- Payment Settlement

• **Credit Control Executive (East-Zone) in Sugam Parivahan Pvt. Ltd. Period .: 01-Nov-2019 to 15-Feb-2021**

*** Roles & Responsibilities**

- * Payment follow up with the Customer Over E-mail & Phone calls
- * Daily MIS Report to the Customers of Delivery Status
- * Stock Verification on Weekly basis with the Branches
- * Customer Ledger Reconciliation
- * Working on Unbilled Report & arrange PODs for Billing
- * Customer Visit If Required on Monthly Basis
- * Cheque Bounce Verification on Daily Basis
- * Notice to the customers for Lifting the material which was held our Go down >60-90 days
- * Arrange BOE (Bill of Export) from Border & share with the Customers

• **Assistant Manager-Credit Control (CJ Darcl Logistics Ltd - In the BU-Rail Divison)Period .: 17-Feb-2021 to 24-July-2021**

*** Roles & Responsibilities**

- * Collecting data from the all the North Terminal (Tugalkabad , Dadri , Ludhiana , Khatuwas) & preparing the reports of expenditure & Income If any .
- * Daily MIS to the customers like (RIL & HCCB)
- * Arrange PODs from the destination Terminals & prepare the Bills of said Consignments
- * Billing , Payment Follow up & settlement of payment of Two Major Cooperate Clients i.e Reliance Industries Ltd. Having Business Volume of Approx Rs 4.5 Crores /month & Hindustan Coca Cola Beverage Ltd . approx. business volume of Rs 3 Crores / month.

* End to End interaction with the Customer from the vary point of its production to Its consumption

• **Assistant Manager-Credit Control (Agarwal Packers & Movers Ltd.)Period .: 26-July-2021 to 09-Aug-2022**

*** Roles & Responsibilities (East Zone, South Zone & Central)**

- * Payment follow up with the Customer Over E-mail & Phone calls
- * Daily MIS Report to the Customers of Delivery Status
- * Customer Ledger Reconciliation
- * Working on Unbilled Report & arrange PODs for Billing
- * Customer Visit If Required on Monthly Basis
- * Cheque Bounce Verification on Daily Basis
- * Notice to the customers for Lifting the material which was held our Go down >60-90 days

• **Assistant Manager-Credit Control (Brahamputra Cargo Carriers Pvt. Ltd.)Period .: 10-Aug-2022 to TILL DATE ...**

- * Payment follow up with the Customer Over E-mail & Phone calls
- * Daily MIS Report to the Customers of Delivery Status
- * Customer Ledger Reconciliation
- * Ensure monthly Collection based on Projection
- * Working on Unbilled Report & arrange PODs for Billing
- * Customer Visit If Required on Monthly Basis
- * Cheque Bounce Verification on Daily Basis
- * Notice to the customers for Lifting the material which was held our Go down >60-90 days
- * Age wise , Billwise & Customer wise analysis of Outstanding ,proposed action plan including write off non Recoverable amount

Personal Details .:

Father Name .: Lt. Sh. Banwari Sharma

Date of Birth .: 18-Dec-1995

Marital Status .: Single

**Permanent Residence.: House No 240 Floor Ground Bhalswa Dairy Near
Animal Hospital Kalander Colony, Bhalswa, N-W Delhi-110033**

Declaration:

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

Place:

Date:

Rakesh Sharma

(Signature)