

RAJIV ARORA

#1225,Sector-15, Panchkula
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PERSONAL DETAILS

Fathers Name : Sh.G.S.Arora
Date of Birth : 3rd July 1979
Marital status : Married & having 2 children.

EDUCATIONAL CREDENTIALS

Class	University	Year of Passing	%age of Marks
B.Com (Regular)	Panjab University	2000	60%
MFM(Master in Financial Management)	Pondicherry University (Correspondence)	2007	65%

PRESENT EMPLOYMENT

Working with **Eris Lifesciences Limited** as Manager-Distribution at their Mumbai Head-Office from Nov 2023 to till date.

JOB PROFILE

- ❖ Responsible for Sales Order credit clearance for Orissa,W.Bengal,U.P.,M.P.,Maharahstra(Total 6 CFA's)
- ❖ Assisting in formulation of collection target of region & finalizing credit limit of trade partner's.
- ❖ Follow-up with Sales team & Trade Partner's for outstanding receivables as per credit terms.
- ❖ Ensuring Strict compliance with Finance & distribution SOP's in all assigned CFA's.
- ❖ Ensuring CFA's staff are well trained on company's SOP's & Policies.
- ❖ Conducting monthly review meetings with CFA's for operational effectiveness
- ❖ Clearing of CFA's and transporter bills
- ❖ Validating and processing Trade & MT claims from distributors of the region as per agreed terms.
- ❖ Taking up reconciliation with Trade partner's basis open items in customer ledger so as to maintain hygiene of customer ledger for the region.
- ❖ Resolving queries of Trade partners relating to GST/TCS/TDS
- ❖ Monthly MIS related to Collection, Overdue, pending claims, CFA's expenses,Transporter Bills...

PRIOR EMPLOYMENT

1. Working with **Abbott Healthcare Private Limited** (Employed through Ikya) as Assistant Manager-Finance at their Delhi Regional Office from June 2016 to Nov 2023.

- ❖ Responsible for Sales Order credit clearance for North & East Region.
- ❖ Follow-up with Sales team & Trade Partner's for outstanding receivables as per credit terms.
- ❖ Validating and processing trade & MT claims from distributors as per agreed terms
- ❖ Taking up reconciliation with Trade partner's basis open items in customer ledger so as to maintain hygiene of customer ledger for the region.
- ❖ Resolving queries of Trade partners relating to GST/TCS/TDS
- ❖ Monthly MIS related to Collection, Overdue, pending claims.

Contd...

2. Worked with **M/s Panasonic India Pvt. Ltd.**(Japanese MNC manufacturing white goods & LCD/Plasma etc.) *as Branch Commercial Head at their Chandigarh Branch office from June-2010 to Mar 2016.*

BRIEF JOB PROFILE

- ❖ Responsible for Sales Order credit clearance.
- ❖ Follow-up with Sales team & Trade Partner's for outstanding receivables as per credit terms.
- ❖ Reconciliation-Debtor, Creditor & Bank a/c.
- ❖ Compliance of VAT & TDS.
- ❖ Approving Transporter bill, Employee claims & CFA's bills and sending them to HO for payment
- ❖ Sending Credit Note request to HO on monthly basis of claims/schemes of trade partners.
- ❖ Physical stock verification of CFA's on bi-monthly basis.

3. Worked with **M/s Inarco Ltd.** (Manufacturer & supplier of textile machine rubber consumable parts) at their Chandigarh office as **Branch Accountant from April 2005 to June 2010.**

BRIEF JOB PROFILE

- ❖ Reconciliation-bank & customer accounts.
- ❖ Handling all receivables & related work.
- ❖ Monthly reporting to HO, branch administration, Follow-up of C-form, VAT & Excise return

4. Worked with **M/s Ricoh India Ltd.**(Japanese MNC), assembling photocopy machines & MFD, at their Chandigarh Branch Office(employed in company through an outsource agency) as Accounts Executive from July 2000 to April 2005.

BRIEF JOB PROFILE

- ❖ Dealer & Customer billing
- ❖ Reconciliation-bank & customer accounts.
- ❖ Preparation of Cash, Bank, Journal vouchers & debit and credit notes.
- ❖ Settlement of employee's claims viz their TA bills, conveyance & medical bills & distributor's claims
- ❖ Monthly HO Reporting.

Current CTC

Rs.17.50 lacs

(Rajiv Arora)