



BALJIT SINGH

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DEBTORS MANAGEMENT- COMMERCIAL FUNCTIONS

✖ ACCOUNTS RECEIVABLES ✖ ACCOUNTS PAYABLES ✖

Notable success in building a strong financial governance framework to maximize profits; drove fund management, accounts reconciliation, receivables & payables functions while working with reputed organizations majorly in the Consumer Durable industry ~

PROFILE SUMMARY

Bachelors in Commerce offering over 30 years of rich experience in spearheading Finance & Accounting functions entailing:

~ Accounts Reconciliation Compliances	~ Commercial Functions / Invoicing	~ MIS Reports / Statutory
~ Debtor Management Management	~ Financial Analysis/Cost Savings	~ Inventory & Stock
~ Auditing/ Taxation Trainings	~ Accounts Receivables / Payables	~ Team Management /
~ Strategic Financial Control Accounting	~ Budgeting/ Fund Management	~ Branch Sales

- Presently associated with **Luminous Power Technologies (P) Ltd. as Commercial Executive - North Region; managing the F&A functions for the North Team (Punjab, Haryana, Rajasthan, HP & J&K) and 200+ distributors** with key focus in branch/ Region wise profitability
- Excels in handling **budgeting, branch sales accounting, stock & inventory control, receivables & payables management**, preparation of ledger books & bank reconciliation statements and finalization of accounts within time & accuracy norms
- Spearheaded **Debtors & Creditor Control functions** for maximizing profitability and reducing outstanding; managed the inflow & outflow of funds to ensure optimum utilisation of funds for accomplishing organisational goals
- Track record of **executing cost saving techniques** to achieve substantial reduction in expenditures and work within the budget; prepared MIS Systems to assist top management in tracking financial performance and making critical decisions
- Skilled in liaising with Regulatory Authorities for **keeping compliance with statutory obligations (Taxation & Audits)** with proficiency in obtaining the maximum credit within the statutory norms; provided assistance in Legal Issues Resolution
- **Financial Management Leader** with proven talent in contributing to corporate financial goals **while working in a computerised (SAP)** environment; utilises team building approach to drive organizational improvements and implementation of best practices
- Familiar with various **Statutory Acts like VAT/GST, Sales Tax, Central Sales Tax, Service Tax, Excise Duty, Weight & Measurement**, Shop & Establishment Act, Local Municipal Taxes, Octroi, Monthly Workings, Annual Workings & Annual Assessments

WORK EXPERIENCE

Working since July'12: Luminous Power Technologies (P) Ltd., Gurgaon HO as Commercial Executive - North Region

Growth Path: Joined as Branch Officer – Commercial and promoted as Commercial Executive – H.O (North Region) with posting at Gurgaon

Apr'08 to Jun'12: VIP Industries Limited, Chandigarh HO as Commercial Executive - Punjab & Himachal Teams

Jan'90 to Mar'08: Aristocrat Luggage Limited, Jalandhar as Branch Commercial - Punjab Team

Key Result Areas:

- Directing the Commercial Operations of the Region, including liaison with Statutory, Internal, Bank Auditors and arrangement of all inputs which are required by top management for decision-making
- Formulating accurate annual budgets division wise & channel wise and conducting variance analysis to determine difference between projected & actual results on monthly basis
- Maintaining Sales, Warehouse, Personnel, Administrative and After- Sales Service policies and ensuring all the feedback is provided to Zonal Office, Head Office and Factory within the prescribed timelines
- Managing & monitoring the Branch Debtors on regular basis, conducting periodical visits to distributor counter for follow-ups and maintaining healthy business relations
- Administering the Sales Tax & Excise Cases and Legal Issues for Cheque Returns as well as coordinating with Legal Department for various business agreements at branch level
- Monitoring warehouse operations / adherence, coordinating with Sales Team for inventory control / demand planning and making arrangements for sales exhibition for liquidation of seconds and defective stocks
- Managing Bank Accounts & Reconciliation of Bank Accounts of Branch / Company run Lounges; ensuring that the maintain the books of accounts are maintained as per the accounting standards and Income Tax act
- Monitoring reconciliation of accounts receivable with general ledger control account; ensuring timely debtors' collections & timely payments to suppliers of materials & services; facilitating ageing analysis to keep
- Coordinating for Statutory Compliances like Audits & Taxation; evaluating internal control systems to highlight the shortcomings and implementing necessary recommendations
- Creating & sustaining a dynamic environment that motivates high performance amongst the team members; imparting training to sub-ordinate staff for increasing their efficiency

ACADEMIC DETAILS

Graduation (B.Com) from Guru Nanak Dev University, Amritsar (Pb), in 1988

IT SKILLS

SAP & SAP Concur

PERSONAL DETAILS

Date of Birth: 8th December 1968

Marital Status: Married

Correspondence Address: #101, Shalimar Garden, Chachoki, Phagwara (PB) -144632

Languages Known: English, Punjabi and Hindi

Location Preference: Delhi-NCR/Chandigarh/Ludhiana

Industry Preference: Consumer Durables/Electricals/switchgears

Current CTC: 10.83Lacs Annually