## CURRICULUM VITAE

##### BAIJU

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###### CAREER OBJECTIVE

To get associate with a growing organization where I can utilize my professional and interpersonal capabilities for the growth of the organization and myself.

###### WORK EXPERIENCE : 16 Years

**Oct’2012 to till now**

With M/s. Super Technical FZCO as **Sr. Credit Controller.**

Job Profile

* Operate within the guidelines and requirements of the company credit policy
* Review customer accounts on a regular basis to maintain an appropriate level of credit risk
* Manage collection process of delinquent accounts to maintain credible receivable.
* Direct and manage A/R staff
* Manage and direct cash application function
* Resolve disputes with customer base and other departments as they relate to receivable and risk management
* Visit customers as needed to establish strong business relationships and limit credit risk
* Ensure that receivable reports are submitted to all general managers and other sales staff on a regular basis or as requested
* Effectively work with the sales force to improve credit quality and cash flow
* Meet with the appropriate person to review the credit/collection function on a regular basis or as needed
* Follow company policies and procedures
* Other projects and responsibilities as assigned

**Oct’2010 to Oct’2012**

With M/s.Gulf Dura Industries group company of GGICO as **Credit Controller**

Job Profile

* Processing of A/Receivables
* Preparation of Invoices
* Preparation of Debtors statements
* Payments follow up
* Customer Correspondence
* Cash Reconciliation
* Preparing Cash Flow
* Bank Reconciliation

**Jan’2003 to Oct’2010**

With M/s. Emirates Modern Poultry Co. as **Sales Accountant**

Job Profile

* Processing of A/Receivables
* Preparation of Debtors Reconciliation
* Preparation of Invoices
* Preparation of Debtors statements
* Payments follow up
* Customer Correspondence
* Cash Reconciliation
* Preparing Cash Flow
* Bank Reconciliation
* Supplier Correspondence
* Reconciliation of Stocks
* Payroll Processing
* In the beginning worked as “**Cashier**”

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**June’2000 to Nov’2002**

With M/s. Emami Ltd, New Delhi, India as **Accounts Executive**

Job Profile

* Maintaining of Inventory Records
* Preparation of Debtors Reconciliation
* Preparation of Bank Reconciliation
* Monthly Reports (Debtors, Stock, etc.)
* Preparation of Sale Bills
* Preparation of vouchers (cash, bank, expenses, etc.)
* Preparation of Reports (Debtors, Creditors)
* Debtors / Creditors Reconciliation

PART TIME WORK EXPERIENCE

Working with ICICI Prudential as Insurance Advisor from July 2009 till date.

###### ACADEMIC QUALIFICATION

## Passed Matriculation from C.B.S.E. Board, Delhi.

## Passed (10+2) from C.B.S.E. Board, Delhi

## Passed Graduation (B.Com.) from Meerut University.

* Pursuing MBA from Sikkim Manipal University

###### PROFESSIONAL QUALIFICATION

## Passed PG Diploma in Computer Application from NIIT, New Delhi

## Knowledge of Great Plains, Daceasy and other Accounting Packages

###### PROFESSIONAL EXPERIENCE

* Microsoft Great Plains : 5 years
* Daceasy : 4 years
* Orion : 3 years

###### ATTITUDE

Positive thinking, Hard working, Learning attitude