**DHARMENDRA**

[**DHARMENDRA.335561@2freemail.com**](mailto:DHARMENDRA.335561@2freemail.com)

**CAREER OBJECTIVE**

To work in a responsible position within a reputed organization in the field of Finance & Marketing, which will provide me an opportunity to use my strengths and skills and at the same time, provide me with the exposure to enhance my knowledge and capabilities

**PROFESSIONAL EXPERIENCE:**

**Apr - 2016: Present (Collection Excutive) Aircel Business Solutions**

**Job Profile:**

Working in a busy and high volume environment, driving consistency and best practice across all the businesses, Responsible for Collection over phone , email & fallow-up to the customer regarding payment and reducing its arrears by keeping accurate records.

Payment collection & customer follow-up.

Invoice submitting to the customer

Maintain Customer Relationship,

Meeting with customers on regular intervals to resolve pending issues

Working on MIS.

* + 1. Looking Daily cash flow (DCF) Report.
    2. Making Daily Collection Report.
    3. Working on SAP

Customer Invoice & Payment Reconciliation.

**May- 2015: to Jan- 2016(Collection Excutive) Tuv Sud South Asia Pvt Ltd.**  Noida

**Job Profile:**

Working in a busy and high volume environment, driving consistency and best practice across all the businesses, Responsible for Collection over phone , email & fallow-up to the customer regarding payment and reducing its arrears by keeping accurate records.

* Generating Performa / Final Invoice Through SAP.
* Payment collection & customer follow-up.
* Invoice submitting to the customer
* Maintain Customer Relationship,
* Meeting with customers on regular intervals to resolve pending issues
* Working on MIS.
* Looking Daily cash flow (DCF) Report.
* Making Daily Collection Report.
* Making Billing Report.

Customer Invoice & Payment Reconciliation.

**Aug-2014 to 28 May- 2015: (Collection Excutive) Tikona Infinet Limited.**  Noida

**Job Profile:**

Working in a busy and high volume environment, driving consistency and best practice across all the businesses, Responsible for Collection over phone , email & fallow-up to the customer regarding payment and reducing its arrears by keeping accurate records.

* Handling entire Lease line & bandwidth Customer.
* Payment collection & customer follow-up.
* Invoice submitting to the customer
* Solving Invoice/Service issue from Billing/Service Department
* Maintain Customer Relationship,
* Meeting with customers on regular intervals to resolve pending issues
* Working on MIS.
* Looking Daily cash flow (DCF) Report.
* Making Daily Collection Report.
* Making Billing Report.
* Customer Invoice & Payment Reconciliation.

**May 2012 to March 2014:** **Collection Executive - MH ENTERPRIESES Rohini**

**(Authorise distributor of GODREJ –Prima Division).** New Delhi

**Job Profile**

* **Division** : Premixes, Tea/Coffee/Vending Machine
* Handling Entire Retail Customer accounts of Delhi NCR.
* Billing & Collection.
* Payment follow-up through calling, mailing, customer visit.
* Proficient Work on MIS.

**Professional Qualification**

* Diploma Master in Accounting Application (MAA) from Sun Shines Institute Faizabad UP.
* Proficient in MS OFFICE, Internet Surfing/browsing.
* Typing speed of 25 words per minutes.

**Educational Qualification:**

* Passed Graduation **B. A** from Avadh University Faizabad in 2012.
* Passed **12th** from UP Board in 2009
* Passed **10th** from UP Board in 2006

**Personal Information**

* Dob: 1th  january 1986
* Gender: male
* Marital status: single
* Nationality: indian
* Hobby: playing games and listing music, acting,

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