**VIJAY** E-mail: vijay-394651@2freemail.com

Thane (Digha) | 33 YEARS

EDUCATIONAL QUALIFICATIONS:

|  |  |
| --- | --- |
| **Bachelors in Commerce,** Mumbai University, Mumbai | Class of 2002-2004 |

**PROFESSIONAL EXPERIENCES 15 YEARS AND 06 MONTHS**

**in NAVIMUMBAI OCT2017 – CURRENT | 2 YEAR**

**Assistant Manager - MIS|***Reporting: Director*

* **Billing & Collection :**
* Handling Billing and Collection process ofMumbai & Pune .
* Handling Process
1. **Billing Process -**For smooth functioning of billing process. Ensuring the bills are scrutinized and recorded properly adhering the company and regulatory policies like proper approval in place, work order, RERA details etc. Coordinating with Accounts for release of payment and sort out any queries raised by them.
2. **Collection Process** – Follow up to customers& bank for Collection of First disbursement & Part disbursement of loan
3. **Bank Coordination** – Direct Coordination with banks for critical cases of EMI repayment.
* Closely monitoringteam performance of Collection Data, Registration Data, Loan Disbursement Data, Vendor Bills & Outstanding Data. Taking review on same for any further action plan.
* Giving exact view to management regarding Collection,Loan Sanction, Registration,Vendors OS for taking corrective action and further planning.
* **Daily, Weekly & Monthly MIS Reports:**
* PD & FD’s Collection Report , Collection Review Report.
* Budget VS Actual of Vendors Outstanding,
* Target VS Achievement ofCollection Report,RegistrationAnd Loan Sanction Report.
* **Technical knowledge:**
* Completely hands on with advances excel techniques which enables creation of several key MIS for various stakeholders

**in MUMBAI JUN 2016 –OCT 17 |1 YEAR AND 4 MONTHS**

**Deputy Manager |Client: Lodha Group, |***Reporting: General Manager*

**LODHA GROUP, MUMBAI NOV 2012 – JUN 16 | 3 YEAR AND 7 MONTHS**

**Executive (MIS & Billing), City Commercial Management, Handover and Facilities Management |***Reporting: General Manager*

* **Key accomplishments:**
* Promoted to the designation of Executive from Deputy Executive in view of my performance which was rated as **“Very Good”**
* Put in place a smart petty cash management policy to rationalize and ensure most efficient usage of petty cash.

**City commercial management:** Core member of the Commercial Management Team or one of biggest projects of Lodha Group – Palava City

* Executing and implementing SAP for Material Management module
* Responsible for execution and administration of all the contracts (residential and commercial alike) for the city operations
* Single-handedly executing all the work orders / purchase orders for the entire HFM operations for Palava spanning over+100 vendors
* Co-ordinating with various departments such as Procurement, Accounts etc for effective execution of the HFM contracts
* Single-handedly managing the billing and SPOC for the entire HFM operations for Palava spanning over +30 service providers
* Ensuring that the bills are scrutinized and recorded properly thus adhering all the company and regulatory policies.
* Handling team for smooth functioning of billing process.
* **Planning and MIS:**

Monitoring business performance, analysing key performance indicators and preparing routine and ad-hoc analysis

* Responsible for preparing several MIS such as revenue trackers, expense trackers, budget estimates for key stakeholders
* Assisting the HOD in identifying the areas of revenue maximization and cost rationalization for most effective asset mgmt..
* Responsible for collecting & accounting for revenues which includes maintenance and retail rentals from other sources
* **Additional responsibilities :**
* Awarded additional responsibility of managing the Petty Cash function for the entire HFM operations
* Acting as a single point of contact for all customers (> 3,500) for resolution of any and all queries relating to CAM.
* **Technical knowledge:**
* Knowledge of SAP module which enables in contract administration and billing for the HFM operations
* Hands on with the Work order, Purchase Order, PR, SES and GRN techniques in SAP and have been doing it during my entire tenure at the firm.
* Completely hands on with advances excel techniques which enables creation of several key MIS for various stakeholders

**in PUNE AUG 2010 – NOV 2012 | 2 YEAR AND 3 MONTHS**

**Account Assistant (and Store Assistant), Accounts|***Reporting: Account Manager*

* **Account Assistant**: Assigned the operations of Lakeview Clubs Limited
* Responsible for preparing several key MIS like daily collection reports and responsible for maintaining petty cash operations
* Working on Material Management System and POS software for keying data daily records and report generation purposes
* **Store Key Assistant:** Responsible for maintaining the inventory to ensure smooth and hassle free operations of the Club
* Responsible for maintaining optimum stock levels, ordering for stocks and updating the records in MMS and SAP systems
* Coordinating with Chefs, Kitchen Staffs and other departments for inventory management and maintaining inventory database

**in MUMBAI SEP 2006 – JUL 2010 | 3 YEAR AND 10 MONTHS**

**Junior Executive (and Sales and Audit Coordinator), Audit|***Reporting: Accounts Manager*

* **Audit Coordinator**:
* Entrusted with the task of auditing various TA and DA claims of staffs of the firm and maintaining audit trails and related MIS
* Coordinating with various departments such as Zonal depots, Admin desks for ensuring a thorough audit as per the firm’s norms
* **Sales Coordinator:** Responsible for field-staff correspondence, customer relation management and depot management
* Forecasting sales on a monthly basis and presenting to the business stakeholders
* Maintaining daily, monthly FSE-wise Sales Projections & Cash flow reports for the senior management of the firm.

**in MUMBAI JUN 2004 – AUG 2006 | 2 YEAR AND 2 MONTHS**

**Commercial and MIS Executive, Quality Control |***Reporting: Manager*

* **Commercial and MIS**: Entrusted with the billing and payments of Kaycee Industry.
* Coordinating with suppliers regarding their rejection supply, payment, material & quality of product, queries, complaint etc.
* Responsible for making GRN and preparing various MIS Report and Budget vs Actual and reporting purposes.
* Preparing MIS Report and Budget vs Actual and reporting accordingly.
* Managing the billing process, Ensuring that the bills are scrutinized and recorded properly as per companies policies.
* Handling Suppliers queries and complaints.
* Processing of Purchase Orders and Coordination with accounts for Payment process of suppliers.

**PERSONAL MEMORANDA**

**DATE OF BIRTH : 16th October 1983.**

**NATIONALITY : Indian.**

**MARITAL STATUS : Married.**

**LANGUAGE KNOWN : English, Hindi, Marathi.**

**HOBBIES : Playing Cricket & Chess**

**EXPIRY OF PASSPORT : 10th December 2023.**

**DECLARATION**  :

**I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.**

**Place:**

**Date: / / VIJAY**