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| --- | --- | --- | --- |
|  | **Bipin**  |  |  |
|  | **Accountant** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Visa Status: Visit Visa |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Objective** |  |  |  |
|  |  | **Bipin.383973@2freemail.com** |  |
| To work for a professionally managed company where I can utilize and enhance my |  |  |
| Knowledge and skills to explore new opportunities. |  **Place/Date of Birth** |  |
| **Employment History** | Kerala(India) / 12-12-1989 |  |
| **Infosys BPM** |  |  |  |
|  |  |  |
| Job Designation | : Assistant Accountant |  |  |
| Duration | : Feb 2017 to Aug 2018 |  |  |
| Job Profile | : Credit & Collections (A.R) |  |  |



Roles and Responsibilities:

* Following up with customers for payment of past due invoices.
* Researching on the claims (shortage, pricing, returns, discount etc.) and recommending acceptance or denial of these claims to the client.
* Submitting lost and damaged shipment claims to the shipping vendors.
* Negotiate Credit Extensions when necessary.
* Handling customer queries and complaints.
* Notifying customers about orders on hold and request prepayment from customers for order release.
* Support Credit Team in preparing credit reviews for new and existing customers and recommending credit limit.
* Advise customers of necessary actions and strategies for debt repayment.
* Locate and notify customers of delinquent accounts by telephone and email.

**WNS Global Service**

Job Designation: Accountant

Duration

: Jan 2014 to Aug 2016

Job Profile

: Credit & Collections (A.R)

Roles and Responsibilities:

* Research regarding unsettled account balance that is completely or partially unpaid.
* Ensure follow up by mail and phone to insurance carriers or customers on felonious payments.
* Investigate customer’s accounts and documents methodically.
* Punch all information about collection action of account into billing system
* Resolve inconsistencies and prepare adjustments
* Coordinate collection agency communication
* Answer customer inquiries about account status
* Evaluate claims denied for payment and poorly paid claims
* Verify payment information adjustments to manager.

**WIPRO BPO**

Job Designation: Associate

Duration

: May 2012 to Jan 2013

Job Profile

: Technical Support

Roles and Responsibilities:

* Managing and Maintaining the Servers, PC’s, Routers and Switches.
* Configuring, Managing and Maintaining Networking Equipment’s.
* Network processing, centralized and distributive network connection.
* Installing, configuring and administering network technologies.

**Education**

**Bachelor of Commerce**



Pune University

Jun 2009 to Apr 2013

**HSC**

Camp Education Society

Maharashtra state board

Jun 2008 to Apr 2009

**SSC**

St Jude High School

Maharashtra state board

Jun 2008 to Apr 2009

**Hobbies**

Cricket, Football, Dancing

**Declaration**: I do hereby declare that all the information given above is true to the best of my knowledge andbelief.