SAGAR ACHARYA

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 123 Csp Flats East of Kailash

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## MBA with 9 Years of experience in corporate/ Government collection

### OBJECTIVE:

To commit the motto of the organization and put forwards a conscious effort, investing time & energy in team spirit to meet the challenging responsibilities and rise with and for rising information.

PROFESSIONAL EXPERIENCE

Konica Minolta Bussiness Solutions India Pvt Ltd: **Nov 2019- Till Date.**

Senior Executive – Credit Control Collections ( Corporate and Govt Collections)

Routine activities:

1. Managing large business Govt and Corporate Accounts in North India.
2. Maintaining an overall view of open issues on customers’ accounts, ensuring that all past due issues and claims issues are resolved in a timely manner.
3. Regularly visiting the key accounts govt and corporate customers to ensure timely collections.
4. Securing timely collection of receivables by working closely with the customer, sales and other finance teams and resolving the causes of non- payment.
5. Regularly Sending Payment Reminder letters to Different Depts in case of Govt Customers.
6. To set strategies/action plan to control bad debts to improve collection / provision.
7. Conduct weekly/monthly reviews with operations team and provide inputs to branch and regional management on key decision makings.
8. Sending demand emails to debtors for outstanding payments on Regular basis and to maintain proper mail Trails/ documents prior to initiate recovery action.
9. Maintaining under the supervision of the Senior Manager Credit, the company's credit and collection policies as well as claims policies, practices, and procedures
10. Periodical reconciliation of all customer accounts
11. Preparation of customer payment plans, enabling billing post due diligence and blocking of customer accounts, wherever required.
12. Credit limits maintenance and periodic reviews with management.
13. Ensure timely submission of invoices/communication through mail / Phone to all customers.
14. Monitor customer account details for non-payments, delayed payments and other irregularities.
15. Assisting with closing at the end of every month and preparing monthly metrics and statistics.
16. Working with the collections department to review accounts and client payment and credit history to develop new or better repayment terms.

Sigma Aldrich Chemicals ltd May 2011- Oct 2018

Senior Executive – Credit Control Collections (East and North Region)

States Handled: West Bengal, Guwahti,UP,MP&Uttaranchal

Routine activities:

1. To handle about 250 Govt& Corporate Customers in East and North regions.
2. Regular visit to customer place for reconcile the customer accounts and balance confirmation.
3. Settle Customer account issuing debit note and credit note.
4. Collection of Security Deposit / Bank guarantees/C Form from customers
5. Coordinating with the sales team for issues related to receivables.
6. Follow up with scientists, stores, finance, purchase regularly in case of Govt Customers.
7. Dispute Management-Obtain periodic balance confirmations, reconcile accounts, identify disputes and resolve them.
8. Review customer overdue status and release credit block for making shipment.
9. Preparing and sending all the reports like DCR, Deposits to HO and Regions.
10. Coordinating with the plant & logistic persons for documentation requirements pertaining to receivables.
11. Collection Mgmt.-draw up plan, monitors progress and deviations, be accountable for over-dues and take corrective risk mitigation actions.
12. Credit Risk Mgmt.-perform credit reviews, assess and mitigate credit risk for channel partners,
13. Handling entire dealers in north and east.
14. Ensure timely submission of invoices to all customers.
15. Debtors aging reports analysis and taking necessary steps to reduce overdue percentage and DSO.

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:**

B com from CCS University Meerut-(2002)

MBA from IBMR (PUNE)-2003-2005

Master’s in marketing management from Pune University.

TECHNICAL SKILLS:

Good Knowledge of Excel, Word.

Good Working Knowledge SAP.

**PERSONAL PROFILE:**

Fathers Name: Mr. Janaki Acharya

Date of Birth: 27 July 1982

Marital Status: Unmarried

Language Known: English, Hindi, Oriya.

(SAGAR ACHARYA)