**RESUME**

##### NISHANT V. BAMANE Mob: +91 9819645342

Address: 704, Riverdale-A, Casa Rio, Palava city, Dombivali (E) 421204.

Email: [nishantbamane29@gmail.com](mailto:nishantbamane29@gmail.com) | Male 29 years | Languages: English, Hindi, and Marathi

**CAREER OBJECTIVES**

Seeking a position to utilize my skills and abilities and to be a part of a professionally managed organization offering self development and professional growth while being resourceful, innovative and flexible.

**WORK SUMMARY**

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| **GGA INDIA PVT LTD** | **AR & Trade Finance Executive** | **Jul. 2019 Onwards** |
| **Responsibilities** | * **Follow-up with customer for their outstanding payment though E-mail and call.** * **Following internal team to arrange customer required documents (LR copy, Invoice copy, Duplicate Invoice, POD etc.)** * **Payment advice to be collected from client for all receipts and need to match with bill to bill** * **Monthly Review Meeting with Sr. Manager for Last month Collection and Next Month Planning** * **Establish and maintain effective working relationships with customer** * **Resolving the issues of the customers with the help of supporting Logistic team and Banking team in getting Invoices, Service report** * **Follow-up with Sales team for Payment against Advance Bank Guarantee** * **Apply bank guaranty as per purchase order term & requester** * **Daily co-ordinate with bank for getting BG issue on time** * **Apply BG extensions on basis of Customer requirement** * **Prepare BG Reports and share with Business unit team and Managers** * **Maintain BG tracking data.** * **Passing entry of TDS W/o, GST W/o, AR W/o through Oracle.** | |

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| **Gebbs Healthcare Solutions** | **Sr. AR Associate** | **Jul. 2016 to Jul 2019** |
| **Responsibilities** | * **Follow-up with Insurance finance team for claims payment.** * **Following the department work schedule as required by client.** * **Review the process EOBs (Explanation of Benefits) received. And Collect outstanding receivables (i.e. collection calls, submit additional documentation, etc.)** * **Monthly preparation AR Aging and related Reports.** * **Establish and maintain effective working relationships with carrier representatives.** * **Respond to customer requirement.** * **Utilize internal billing software to sort, filter, summarize and identify the status of the claims** * **Prepared the Finding reports provided to the client, reporting managers and TL** | |

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| **Eureka Outsourcing Solutions Pvt. Ltd.** | **Accounts Executive** | **Oct. 2013 to Jul. 2016** |
| **Responsibilities** | * **Weekly Review Meeting with Director for Last week Collection and Next Week Planning** * **Send Email with MIS report and booking report to the client with Invoice Courier Detail** * **Payment advice to be collected from client for all receipts and need to match with bill to bill** * **They ensure invoices are processed within SLA deadlines and in compliance with commitments and contract agreements.** * **Submit Critical Case Follow up Report to Director Daily** * **Preparing reports and sending it to the higher authority.** * **Co-ordination with Sr. Directors, Managers, Sales persons and accounts department.** * **Getting adjustment done of Payments with the help of concern team.** * **Resolving the issues of the customers with the help of supporting Logistic team and Banking team in getting Invoices, Service report and Bank Guarantee (LC, ABG, PBG & RBG).** * **Generating Outstanding, Collection, Sales report from oracle system.** | |

**EDUCATIONAL BACKGROUND**

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| **Year** | **Degree** | **Institution** | **Percentage** | **Class Obtained** |
| March 2013 | B.COM. | Mumbai University | 65% | First Class |
| February 2009 | H.S.C. | Mumbai University | 54% | Second Class |
| March 2007 | S.S.C. | State Board | 50% | Second Class |

**COMPUTER SKILLS**

Operating System: Windows XP, windows vista, Windows 7

Software Packages: Microsoft excel advance, Microsoft Outlook, ORACLE system and GET PAID.

**KEY SKILLS & ABILITIES: -**

* Team Player & Proactive.
* Time Management
* Public Relation
* Quick Lerner
* Strong decision making & problem-solving skills

**ACHIEVEMENT: -**

* Versatile Certificate for Tremendous production, quality and no late coming
* Continuously achieving Reward & Recognition (R&R) for 100% target achievement & best performance

**Signature:**

**Nishant V. Bamane**