

Sarath Chandran

Accounts Receivable Professional (AR)

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Objective - To find a position with a growing organization where my accounting skills and collection experience can be used in the environment. Seek diversity and professional challenge with an opportunity for advancement.

Work Experience

- **Emirates Snack Food LLC, Umm Ramool, Dubai – Accounts Receivable Specialist- Feb 2019 to till date**
 - ✓ Performing different tasks that include posting invoices / returns / receipts, updating cash flow reports
 - ✓ Responsible for credit collections on all accounts by contacting the customer by phone, e-mail and written correspondence for reconciliations and outstanding
 - ✓ Responsible for all accounting process related to sales made on various e-commerce platforms.
 - ✓ Responsible for payment gateway reconciliation and resolving the customer queries within assigned TAT
- **R.S Fashions – Delhi, India – Accounts Receivable Specialist – Oct'16 to Jan'19**
 - ✓ Handled entire collections/reconciliation process of the customers as well vendors of the organization
 - ✓ Responsible for all accounting process related to sales made on various e-commerce platforms.
 - ✓ Handled the bank and payment gateway reconciliations
 - ✓ Handled the inventory management for the new designs on e-commerce platform.
- **Manjaree.In , Surat, Gujarat, India – AR & Inventory Specialist - Sep'15 to Sep'16**
 - ✓ Handled entire collections/reconciliation process of the customers as well vendors of the organization
 - ✓ Successfully maintained a healthy ageing bucket with minimal bad debts ratio of the debtors
 - ✓ Handled the entire process of the company owned B2C customer portal and successfully initiated the payment gateways
 - ✓ Handled vendor management process with accurate invoicing/ month on month reconciliations/ rebates/ payouts
 - ✓
- **Goldsquare Sales India Ltd(Fashion&You.com), Gurgaon, Haryana, India – Deputy Manager – Sep'12 to Aug'15**
 - ✓ Handled the AR/AP process of the organization along with intercompany reconciliations
 - ✓ Handled vendor payment process for the B2B part of the organization
 - ✓ Handled logistics vendors reconciliation and timely resolution of the escalated customer complaints related to the shipments
 - ✓ Handled payment reconciliations with application of coupons and offers utilised by the customer on portal

- **ACC Concrete Limited , Noida, U.P., India – Assistant Manager – Credit Control – Nov’09 to Jan’12**
 - ✓ Was responsible for entire debtors management process for the Delhi-NCR region
 - ✓ Was responsible for invoicing/credit approvals/collections/reconciliations on timely basis for the top 10 customers
 - ✓ Handled a team size of 10 and successfully completed the assigned tasks month on month basis
 - ✓ Successfully maintained ageing within the standards fixed by the company on monthly basis
 - ✓ Reporting to National Credit Controller and CFO and duly kept them posted about any issues related to the debtors at regional level

- **Kajaria Ceramics Limited , Delhi, India – Senior Accounts Executive – Oct’07 to Oct’09**
 - ✓ Handled sales accounting process for the southern region of India
 - ✓ Handled the reconciliations of the customer of the region
 - ✓ Ensured periodic visits and resolved debtor queries with correct reporting of the variances (if any) to the AR Manager

- **Berger Paints India Limited – Accounts Executive – Aug’06 to Sep’07**
 - ✓ Verifying the PO terms and invoicing the purchase orders received for the day
 - ✓ Ensured the deliverables with respect to the agreed MOU
 - ✓ Handled the accounting for stocks movements across the region

Educational Qualification

- ✓ ICSI – Pursuing
- ✓ MBA – Finance & Materials – 2010
- ✓ Bachelor Of Commerce – 2005

Personal Details

- ✓ Date Of Birth - 05 Sep, 1983
- ✓ Marital Status - Married
- ✓ Passport No - S0620742
- ✓ Visa Status - Work Visa – Valid till 24-03-21

I (Sarath Chandran) hereby confirm that all the above furnished information are correct and valid documents can be furnished for further verification.