

# Radheyshyam Gupta

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## **Brief Introduction:**

Dedicated to work with professionalism and to secure a responsible position in the organization with responsibility.

## **Professional Experience:**

(A)

**Name of the Company:** D AND H GLOBAL SKILLS PRIVATE LIMITED.

D&H Sécheron Electrodes Pvt. Ltd., India an ISO9001:2015 & ISO/IEC 17025:2005 Certified company which will be completing 55 years in the field of manufacturing of Welding Consumables in India. #dnhsecheron

**Duration:** 15 February 2022 to Till Now

**Designation:** Accounts Assistant (Export Department)

- Email marketing for the brand (lead generation, drip marketing)
- Managing brand communications through various channels
- Searching for New International Dealers and Suppliers through Internet
- Calling International Dealers/Suppliers for the new leads.
- Giving plan offers to the customers
- Preparing Proforma Invoice.
- Preparing Dealership Certificates for the each customer
- Designing and implementing all export strategies.
- Identifying new markets and finding ways to promote in the market.
- Resolving the queries of customers related to exports
- Coordinating with customers and department.

(B)

**Name of the Company:** Friends Motors Showroom FZCO (U.A.E)

**Duration:** 26 March 2017 –25 March 2021

**Designation:** Accounts cum Sales Executive.

- Handling Day-to-Day walk in Customer.
- Pitching for Refurbished Cars to Customers.
- Preparation of Import & Export documentation.
- Coordination with customers regarding the services and new requirement of refurbished cars.
- Maintaining daily Stock of inventory in Tally.
- Routine Cash Management activity of Withdraw and Deposits.

(C)

**Name of the Company:** Shriram City Union Finance Ltd.

**Duration:** 14 February 2012 –23 February 2017

**Designation:** Accounts Executive.

**Work Areas:**

Performing daily routine task managed and follow-up for accounts cum Back office executive activities as mentioned below:-

- Disbursement of Loans post verifying approval matrix.
- Cash collection from customers and updating the same into the ERP (UNO).
- Prompt Co-ordination with reporting senior regarding gold mortgage queries.
- Daily follow up on Expired cases and reporting to manager.
- Co-ordination with seniors regarding Gold related queries.
- Daily follow up for Expired cases.
- Cooperating with Auditors for Internal Audit & Purity Audit schedules at branch.
- Cash Withdraw & Cash Deposition.
- Handling PDC Cheques, Updating data of Mandate's.
- Maintaining Bounce Cheques record on daily basis.
- Handling and monitoring petty cash transactions.

**(D)**

**Name of the Company:** V.A Walvekar & Associate. .

**Duration:** 20 December 2010 – 24 July 2011

**Designation:** Accounts Executive

**Work Areas:**

Performing responsibilities as follows: -

- Updating Daily Purchase & Sales Entries into Tally ERP system
- Debtors List sharing to Sales Executive on daily basis for recovery of balances.
- Receivables & Payables booking into system
- Performing Weekly Bank Reconciliations.
- Booking Expense, Deposits & Withdrawals into system
- Daily follow-up process with Debtors regarding payments as per dues shown in system.
- Tagging / Allocation of receipts against invoices from Debtors.
- Daily Reporting of Collections.

**(E)**

**Name of the Company:** Samruddhi Finance Pvt. Ltd.

**Duration:** 4 May, 2009 – 31 January 2010

**Designation:** Back Office Executive

**Work Areas:**

Maintaining Back-office records and reporting on daily monthly and weekly basis

- Gathering data of Purchases from the concerned departments on daily basis.
- Maintaining Purchase and Sales Commodity records into Excel Sheet.
- Reporting the Procured and Sold commodity data maintained to the manager.

**Competencies & skills:**

- MSOffice. (Excel, Word, Power Point)
- Tally ERP9
- Software known with working knowledge –UNO Business Portals

### **Educational Qualification**

<b>Course</b>	<b>Institute / Board/Univ.</b>	<b>Year</b>
T.Y.B.com	Guru Nanak College	2009-10
H.S.C	Guru Nanak Jr. College	2006-07
S.S.C	Guru Nanak High School	2004-05

### **Personal Details**

- Date of Birth : 22<sup>nd</sup> August, 1989
- Language : English, Hindi, Marathi

### **Hobbies**

- Music and Travelling.

Passport Number:- N3717654