

RESUME

ATUL DWIVEDI

Village – Kanti Jasra Prayagraj

Uttar Pradesh, 212107

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CAREER OBJECTIVE

To obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of solid organization.

PROFESSIONAL EXPERIENCE

•**Currently working with Safexpress Pvt. Ltd.,** Since 15-Nov-2023 to till as a Finance and Account

My job responsibilities are as follows:-

- Raising the Allied Bill and sending invoice to Concern Person.
- Coordination with Customer for Payment collection
- Working in outstanding report, party & branch wise and Discuss with concern team for clearing
- Conversion for PTP To credit and waybill edit Related activities
- PTP & Credit Payment Update in System
- Bank Related Activities(Cheque Deposit, cash deposit and Followup for Bounce cheque)

•**Working with Om Logistics LTD ,** Since 2021 to 2023 As a DBP Executive

My job responsibilities are as follows:-

- Managing the Delivery, Billing, & POD dept.
- Daily delivery report branch & party wise.
- POD & related short – excess & damage remark issue short-out daily basis.
- Coordination of all billing party's Karnataka circle.
- Raising the Bill (PTP & FTL) & sending invoice to client.
- Addressing and resolving client questions and issues relating to invoices and providing regular, accurate reports of billing data.
- Follow-up with PTP customer for pending payment. Receiving, sorting, and tracking incoming payments
- Updating payment status to the accounts team and coordinating with them to update the payment in record.

- Follow-up Paid & Topay unbilled & related all documentation work. And maintain all register & record.
 - Working in outstanding report, party & branch wise and informing to CCD team for clearing.
 - Solving problem of related to billing either customer & software.
 - Report of short - Excess amount to senior level every month & follow-up credit & debit note.
 - Customer & branch visit for solving pending matter.
- **Working with Vighneshwar Ispat Pvt. Ltd.,** Since 2020 to 2021 As a accountant (Raipur)
 - **Working with S.K Steel works,** Since 2018 to 2019 as a assistant manager. (Nasik)
 - **Working with State bank of India,** Since 2014 to 2016 as a Assistant accountant. (Prayagraj)

ACADEMIC CREDENTIAL'S

- Pursuing MBA From Subharti University
- PGDCA from Integral University in 2017.
- B.A from Kanpur University in the year 2016.
- Intermediate (XII) from U.P Board in the year 2013.
- High School (X) from U.P Board in the year 2011.

SOFTWARE & IT FORTE

- Currently working in PROPEL & PROPEL-I
- Operating System - Window 7,11 & XP, Linux,
- Knowledge of MS Office & WPS Spreadsheet & Libreoffice & Oracle Fusion Middleware (ERP) & Angular magic.
- Competent in MS OFFICE & WPS Spreadsheets V-look up, Pivot table, H-look up.
- One year course in computer Application.

SKILLS & ABILITIES

- Self –motivated individual.
- Productive working relationships with clients and staff.
- Believe in teamwork.
- Punctual and have Leadership qualities.

HOBBIES & INTEREST

- Venturing to new places.
- Interaction with new people.
- There is no work that can,t be done by us

PERSONAL DETAIL'S

- Date of Birth :- 07-02-1996
- Father name :- Mr. Shantanu Dwivedi
- Nationality :- Indian
- Gender :- Male
- Marital Status :- Married
- Permanent Address:- Village Kanti, Jasra Prayagraj Uttar Pradesh-212107

DECLARATION

I hereby declare that the above information provided by me is correct and to the best of my knowledge.

Place: - Prayagraj

Regards

Date: -

ATUL DWIVEDI