

AMIT GOEL
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ORGANISATIONAL EXPERIENCE

Present Company:

Professional Couriers Network Ltd
Manager Credit Control

Feb- 2024 – Present

Key Tasks Handled

Credibility Assessment & Order clearance:

- Ensure to collect all overdue payments from credit customer of North India.
- Motivate Team members so that they perform well and guide them whenever they face issues.
- Quarterly review / reconcile accounts of Major customer accounts.
- Follow up with CS / Billing team in case customers have some issue in our Outstanding Invoices.
- Visit client and make good relations with them for good collections and as per business prospective
- Arrange Balance Confirmation of all customers on quarterly basis as per company policy and ensure resolution of differences/queries mentioned by customers.

Sales & Business Supports:

- Maintaining strong communication between Credit Control & Sales team.
- Manage relationship with customers to understand their requirement and provide solution ensuring recovery of payments within the credit period.
- Attending customer queries, visiting across the circles and coordinate with sales to resolve issues.
- Providing Sales lead to our sales team

MIS / Documentation:

- Responsible for Month-end outstanding report of the company
- MIS Reporting for Weekly/Monthly/Quarterly Review meetings regarding accounts receivable.
- Other reports (Projection / Shortfall) required by management in regards of accounts receivable.

Past Experience:

Goel Road Carriers Pvt Ltd
Asst.Manager Credit Control

Aug- 2020 – Feb-24

Key Tasks Handled

Credibility Assessment & Order clearance:

- Ensure to collect all overdue payments from credit customer of PAN India.
- Motivate Team members so that they perform well and guide them whenever they face issues.
- Quarterly review / reconcile accounts of Major customer accounts.
- Follow up with CS / Billing team in case customers have some issue in our Outstanding Invoices.
- Visit client and make good relations with them for good collections and as per business prospective
- Arrange Balance Confirmation of all customers on quarterly basis as per company policy and ensure resolution of differences/queries mentioned by customers.

Sales & Business Supports:

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MIS / Documentation:

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Sampark India Logistics Pvt. Ltd
Manager Credit control

April-14 – Aug-20

- Ensure to collect all overdue payments from credit customer of West & South India clients.
- Motivate Team members so that they perform well and guide them whenever they face issues.
- Quarterly review / reconcile accounts of Major customer accounts.
- Follow up with CS / Billing team in case customers have some issue in our Outstanding Invoices.
- Visit client and make good relations with them for good collections and as per business prospective
- Arrange Balance Confirmation of all customers on quarterly basis as per company policy and ensure resolution of differences/queries mentioned by customers.

PCC Logistics Limited**May-09- Apr-14****Incharge- Billing & Credit Control****Key Tasks Handled**

- Handling the accounts receivables of North India branches.
- Preparation of Collection targets
- Handling New Customer Appointment process along with sales team.
- Credit notes issuance against debit / deductions of customers.
- Ensure to collect overdue bills payment from customers
- Resolve customer queries with the help of concern team
- Involvement in month end activities and accomplishment of month end reports to management.

Om Logistics Ltd**Feb-99 – March-09****Incharge- Billing & Credit Control****Key Tasks Handled**

- Handling the accounts receivables of branches.
- Preparation of Collection targets
- Handling New Customer Appointment process along with sales team.
- Credit/ Debit Notes issuance to customers.
- Tracking the collections against the invoices received.
- Involvement in month end activities and accomplishment of month end reports to management.
- Ageing finalization and Collection targets assignment.
- Legal case preparation with legal team for defaulter customers

South Eastern Roadways**Jul-97 to Feb-99****Senior Executive -Credit Control..**

This company is the first multinational brand in express industry having integrated services in Domestic and International logistics.

Key Tasks Handled

- Handling the accounts receivables of Delhi & NCR customers.
- Tracking the collections against the Invoices received.
- Account reconciliation of Credit customers.
- Working on SAP software
- Verification of New customer by visit their office and check their Bank account statement.
- TDS Certificates collection from all customers in the end of FY.

ACHEIVEMENTS

- Best Performer in Collections in Sampark India Logistics in 2018
- Achieve Bad debt Target in Sampark India logistics 2019

ACADEMIA

B.A (Hons) from **Delhi University,**

Secured IInd Division..

12th CBSE Board from
Secured IInd Division.

10th CBSE Board Delhi from
Secured IInd Division.

COMPUTER PROFICIENCY

- Literate in MS-Office (Excel / Word / Power point / Outlook), Internet, Lotus Notes, Zimbra, SAP & Tally ERP, Ubuntu, E-Freight, TMS, Cash Pundit.
- Completed One year Diploma in Computer application from NCTC (Delhi)

PERSONAL DOSSIER

Date of Birth : **20th September 1976**
Permanent Address : **428, Pocket-9 Sector-21 Rohini- Delhi-110086**
Marital Status : **Married**
Father's Name : **Late. Sh. S.K Goel**

AMIT GOEL