

MILAN SHUKLA

Gmail – milanshuklamln@gmail.com

Mob No. - +91 8858087458

Linked-in- linkedin.com/in/milan-shukla-583b8b156

Add – B-908, New Ashok Nagar Delhi 110096.

PROFILE SUMMARY: finance professional with 6 years of experience specializing in Accounts Receivable (AR) and Accounts Payable (AP). Skilled in managing invoice processing, optimizing cash flow, and maintaining accurate financial records. Proficient in accounting software and ERP systems, with a proven ability to streamline operations and resolve discrepancies efficiently.

Experience

Account Executive

DAHUA TECHNOLOGY INDIA PVT LTD.

25/07/2022 –Present, Gurgaon, India

- Relationship Management with core National Distributor
- Weekly Business Analysis & Forecast for Upcoming Sales
- Follow up with customers on outstanding invoices.
- Review of Billing to Clients, Collection Follow-up with clients and Reporting of Debtors' Ageing to Management.
- Verify the accuracy of the vendor invoices and other accounting documents.
- Sell-In Specialists, Project, and Sales Management with National Distributors and Regional Distribution
- Update the Stock list in the GSP portal (Global Sales Portal)
- Day-to-day preparation of master tracker for the management.
- Checking and verifying customer PO with the estimate to process Project orders
Prepare Order sheet for Material status and approval workflow in GSP.

Account Executive (Digital Finance)

Cheil India Private Limited. (Samsung India Group)

05/10/2020 –22/07/2022, Gurugram, India

- Supports all aspects of accounts receivable, ensuring that all deadlines are accurately met
- Monitor accounts receivable to ensure accurate and timely processing of Invoices.
- Ensure payments are reconciled with accuracy and completeness.
- Provide regular reports on accounts receivable status, including ageing reports for management.
- Communicate effectively with customers regarding invoice inquiries, payment reminders, and payment arrangements.
- Purchase Order Management, Jobs & Estimate Creation for multiple clients
- Process the invoices (PO /Non-PO, Debit/ credit note), 2-way Match & 3 Way Match
- Processed and validated purchase orders and invoices, ensuring accuracy and adherence to company policies and procedures.
- Vendor Management, Vendor Invoice Validation, Vendor Statements, and Reconciliations
- Enter invoices into the accounting system accurately and promptly
- Communicate with vendors regarding payment status and discrepancies
- Assist in negotiating payment terms and agreements with vendors
- Generate accounts payable reports and maintain accurate records and documentation.
- Assist in month-end closing activities, including account reconciliations and accruals

Finance Executive

Asatsu-DK Fortune Communications Pvt. Ltd.

(WPP Group Wunderman Thompson)

10/01/2018 –14/08/2020, Gurgaon, India

- Jobs, Estimate & Purchase Order
- Verify vendor invoices & prepare the report and payment process
- Client billing process
- Vendor & client management
- Employee reimbursement
- Prepare fixed asset register & support internal audit
- Handle customer queries and inquiries such as account analysis, ageing reports, etc.
- Involve in conference calls and manage customer expectations
- Account reconciliation & preparation of daily dashboard status
- Manage monthly closing with entities
- Manage daily finance and accounting operations to support business activities
- Support internal and external audits by providing documentation and explanations.

Accountant

N Raj & Associates Chartered Accountant

27/05/2016 – 30/10/2017, Kanpur

I Worked in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide a full range of services, including general ledger accounting, audit support, preparation of financial statements and bank reconciliation.

Education

Master of Commerce (M. Com.)

2014 – 2016 – DAV College Kanpur

Management Concepts Managerial Economics, Statistical Analysis, Financial Management, Human Resource & Industrial Relations, Corporate Tax Planning, & Marketing Research.

Bachelor of Commerce (B.Com.)

2011 – 2014 –RSRM College Kanpur

Cost Accounting, Principles of Business Management, Income Tax, Fundamental of Entrepreneurship, & Industrial Law

Skills & Software Skills

- | | |
|---|---|
| • Accounts Receivable (AR) & Payable (AP) | • MIS Reporting & Financial Reporting |
| • Payment Processing including Expenses | • Accounts Reconciliation, General Accounting |
| • Invoicing | • VLOOKUP, Hookup, Index, Pivot Table |
| • Sales and Vendor Management | • MS OFFICE |
| • Purchase Order Management | • P2P Cycle |
| • SAP, MACONOMY ERP, TALLY ERP | • TDS ITR Filing and GST Basic |