# ***CURRICULLUM VITAE***

**Rakesh Singh**

Permanent Address

MSC-267, 2ND Floor

Yogmaya,G.No. 3

Multani Danda, Paharganj

New Delhi-110055

# **Mobile : 8368174162**

Email :rakesh07911@gmail.com

***CAREER OBJECTIVE:***

Positive thinking towards development of Company’s perspectives.

***TOTAL EXPERIENCE***

Working at present with Vardhman Custom Clearing & forwarding Agents as an Manager Credit Control since 1st Oct 2012 to till date.

Worked as an Deputy Manager-Finance ( Credit Control) with DACHSER INDIA PVT LTD since Jun 2008 to Sep 2012.

Worked with A.J. Worldwide Services Inc as an senior accountant from 01.08.03 to 31.05.08

Worked with Aramex India Pvt. Ltd as an Senior Co-ordinator from 01.06.98 to 31.07.03

Worked with Elbee Services Ltd as on Senior Accounts Executive from

01.05.91 to 31.05.1998

Worked with Arvind Sunil & co. as an Audit/Accounts Assistant from 1989

to April 1991.

***ACADEMIA***

***• B.Com ( Pass ) Course, from Delhi University***

***• 12th from C.B.S.E Board***

***• 10th from C.B.S.E Board***

***IT SKILL***

* IT Skills: MS OFFICE,TALLY 9.0 & 7.2, ACCPAC (USA BASED ACCOUNTING PACKAGE & FOUR SOFT & LOGISYS ( Freight Forwarding-Accounting Package)

***JOB RESPONSBILITIES***

Managing Sundry Debtors with Collection Team as per the Co. Policy

Always Focus on Aged Debts and Clear the disputed issues with Customers amicably and resolve.

Capability to resolve independently any old payments issue smartly & patiently and settle the case as per Co. Policy.

Guide to Team Members of Collection Team, how to resolve the issue with Customer in professional way.

Major Reconciliation with Customers doing independently and always resolve the Issue regarding reconciliation with Customer.

Always highlighted deductions cases to Regional Head regarding rate/weight and etc timely.

Highlighted Bad Paymaster Customer to Senior Management timely also advise to take legal action with them or not.

Manage Aged Debts as per the Co. Policy.

Sending Reminder Letters on regular basis to Customers.

Presently Handling Major Customers independently like ERICSSON INDIA PVT LTD, MMTC INDIA PAMP LTD, MITSUBISHI ELECTRIC AUTOMOTIVE (I) PVT LTD,JOHNSON MATTHEY,CNH INDUSTRIAL ALCATE LUCENT INDIA LTD, MITSUBISHI AND OTHERS.

***KEY ACHIEVEMENTS***

ACHIEVED TARGET AS PER THE CO. POLICY

Managed Aged debts as per the Co. Policy

Handling all the blocked payments with Customers smartly and resolve the cases with the direction of Regional head.

***KEY PERFORMANCE AREA***

Capability to Resolve all the Old pending Cases / issues pertaining to Collection and reconciliation with the Customers.

***PERSONAL DETAILS***

***Date of Birth : 26TH May 1970.***

***Father’s Name : Sh.Chander Mohan Singh***

***Sex : Male***

***Nationality : Indian***

***Martial Status : Married***

***Date:***

***Place: New Delhi (Rakesh Singh )***