

Anil Kumar Shukla

**Operations & Accounts
Professional**

Anil Kumar Shukla

335, Sec A6, Narela,
Delhi- 110040

7827265470
shukla.anil288@gmail.com

Profile at a Glance

An accomplished professional with over a decade of experience in overseeing operations, accounting, auditing, personnel management, and diverse sales and marketing functions, coupled with significant exposure within the Industries, logistics, insurance, and publishing sectors.

Currently serving as an Operations & Account Executive in the logistics and insurance sector, where I assume responsibility for operational oversight. My skill set encompasses robust analytical capabilities, effective communication, and adept team-building skills, all underscored by demonstrated leadership prowess.

Key Skills

-
- Proficient in Adobe Pagemaker, MS Word, MS Excel, MS PowerPoint, and MS Outlook
 - Experience with CRM, Oracle ERP systems, MS Words, MS Excel, Tally-9.
 - Currently engaged in Oracle ERP Gateway Application.
 - Fluent in Hindi & English.
 - Sirious Accounting Software

Key Strengths Across Assignments

Strategic Planning

Developing marketing plans & strategies and ensuring quality execution to achieve objectives consistently.

Administrative Infrastructure

Handled administrative functions with demonstrated success, envisioning new concepts, streamlining operations and strengthening follow-up mechanism

Liaison

Liaison with various banks.

Team Management

Handled large human resource in past, incorporated bonded teamwork & healthy environment to ensure efficiency in operation & achieving targets.

Managing Sales, Distribution Network

Establishing dealer network and monitoring them for their productivity and achieving targets, ensuring that collections and remittances by dealers are made in time for consistency in revenue.

Building healthy business relations with clientele and ensuring maximum customer satisfaction by timely delivery & maintaining quality norms.

Brand Development & promotion, Marketing Communication

Formulate annual brand promotional plan, coordinating media, creative agencies to ensure brand communication objectives are met in their approach & visibility.

Experience

Operations & Accounts

Job Profile : To manage operations/accounts of the company. Key responsibilities and assignments include:

- Managing the overall administration and commercial function of the profit center and maintaining the cash-flow as per budget.
- Daily basis Lorry Market Vendor Advance & Final payment Transfer from CC bank Accounts.
- Daily basis follow-up Cash Collection Each & every Branch under Delhi Region.
- Daily basis voucher entry in Company Ledger through ERP Gateway.
- Monthly Prepare Bank Reconciliation Statement (BRS) of Multiple Banks.
- Driving customer satisfaction by ensuring prompt and quality services by the team, redressing their grievances
- Branch account tally.
- Billing on GST ERP
- Billing on Customer Portal
- Physically Godown Stock Audit for Internal Audit

DTDC Courier / Operations & Accounts

Accounts, Credit Control & Operation Assistant, Controlling Accountant

- To look after business development of the company. Besides the role as mentioned above, key responsibilities and assignments were to develop entire corporate framework

Express Cargo Courier & Logistics Services / Accounts & Operations & Auditing Executive

To manage operations of DTDC & Express Cargo & Courier Services & looks Material booking & Delivery with MIS Report sending to Big Customer by E-mail & Daily basis tally Cash & Bank & Outstanding & Generate Voucher Entry Through ERP Gateway in Company Ledger & Monthly Prepare Bank Reconciliation Statement (BRS) TDS Reconciliation and GST Reconciliation, Voucher Entry, Customer Outstanding

Revigo/Reliable Express / Accounts & Operations & Auditing Executive, Daily Lorry Vendor Payment, Bank Reconciliation of 6 Bank, Create Debit Advice against Payment & Create Credit Advice against Received payment & Expense Debit & Credit Entry with Contra Entry Bank to Bank

To manage operations of DTDC & Express Cargo & Courier Services & looks Material booking & Delivery with MIS Report sending to Big Customer by E-mail & Daily basis tally Cash & Bank & Outstanding & Generate Voucher Entry Through ERP Gateway in Company Ledger & Monthly Prepare Bank Reconciliation Statement (BRS) TDS

Education

Veer Bahadur Singh Purvanchal University, Jaunpur, Uttar Pradesh / Bachelor of Commerce (Specialization in Company Accounts, Banking, Income Tax Law, Business Organization)

2003

Technical Courses

-
- Course on Computer Concepts (CCC) from NEILIT (3 Months)
 - Courier & Logistics Course from PMKVY (6 Months)
 - Accounts ERP Tally 9 from National Institute Technology of Delhi (6 Months)
 - IT Tools and Business Systems with Practical from National Institute of Electronics & Information Technology (Delhi) (6 Months)
 - O Level IT Course: Information Technology Tools, Network Basics, Web Designing & Publishing, and Programming and Problem Solving through Python