

## PROFILE SUMMARY

- ✚ A goal oriented professional with 11+ years of experience in accounting role.
- ✚ Currently associated with Books And Periodicals Agency as Billing Associate / Billing Associate
- ✚ Expert in managing and optimizing a company's accounts receivable processes.
- ✚ Ensure timely and accurate collection of payments from customers.
- ✚ Expert at processing of service requests -from Customers and Onshore Team time to time.
- ✚ An effective communicator with a flexible & positive attitude with strong analytical, problem solving & organizational skills.
- ✚ Handling weekly calls with onshore team & Management.

## Employment Details with Books And Periodicals Agency

**Books And Periodicals Agency**  
**Senior Accountant / Billing Associate**  
**Role: Accounts Receivables**

**(Aug 17<sup>th</sup>- 2012 – Present)**

- ✚ Assigning the task to the team
- ✚ Responsible for the Collection of payments from customers.
- ✚ Billing to the customer (US customers).
- ✚ Cash application- Lockbox.
- ✚ Employees expense management.
- ✚ Expense reconciliation – Amex Vs Expensify.
- ✚ Preparing Vendors and Customer's SOA.
- ✚ Reconcile AP transactions and credit statements.
- ✚ AP and AR analysis – Resolves Discrepancies.
- ✚ Provide support in the month-end and year-end close.
- ✚ Provide support in periodic internal and external audits.
- ✚ Checking, verifying, and validating data to ensure all details are correctly mentioned.
- ✚ Maintain updates folder by documenting new scenarios in the process & revise process documents
- ✚ Ensure the quality of the transactions is in compliance with predefined parameters.
- ✚ Monthly preparation of bank reconciliation.
- ✚ Reporting to the top management.
- ✚ Review daily transactions & monitor completion of work
- ✚ Onboard any new team member & complete training.
- ✚ Focus on Customer Satisfaction, rapport building, effective communication, and timely resolution of Customer concerns.
- ✚ Achieving key targets for the process in line with the SLA (Service level Agreement)/KPIs (Key Performance Indicators)
- ✚ Preparing work to be completed by gathering and sorting various documents and related information.
- ✚ Handling client calls, Achieve Contractual basis SLA on daily, weekly & monthly basis, MIS reports/ Dashboards for internal & client purpose.
- ✚ Responsible for Accounts Receivable aging, tracking, reporting; resolved late customer payments.

### **Achievement:**

- ✚ Several appreciation e-mails from onshore team/ Top Management

## Other Experience Details with Books and Periodicals Agency

### Books And Periodicals Agency Senior Accountant.

**Role:** Accounts Receivable / Accounts Payable

- 9 Years worked as CA Assistant (Accountant) in Books and Periodicals Agency,
- Worked for **PLETOS INC. NEW YORK** (Sales tax)
- Worked for **BPA UK LTD. COMPANY. (LONDON)** (Vat Return)
- Knowledge of GST (SGST, CGST, IGST)
- Voucher Entries and Verification.
- Journal Accounting.
- Bank Reconciliation
- Petty Expenses
- Sale and Purchase Verification.
- General administrative work- salaries & attendance
- Ledger Creation.
- Day to day maintain Cheque record.
- General accounting function.
- Maintain cash payment voucher record.

### Achievements:

- Several appreciation e-mails from onshore/offshore team/management



### Academic Details

- B.com from University of Delhi
- Intermediate from CBSE.

### IT Skills

- Salesforce
- Expensify
- MS Office
- Webex
- ERP-9

### PERSONAL DETAILS

- Date of Birth : 07/08/1989
- Marital Status : Married
- Languages Known: English & Hindi
- Mailing Address : WZ-62 Possangipur, Janakpuri, New Delhi.110058

Date:

Signature: Gulshan Kumar