



BINDU DINESH

CREDIT SUPERVISOR

PROFILE

I am an accounting professional with 16+ year's extensive experience as Accountant and Bookkeeper with accounts receivable and payable doing full financial statement reviews, preparing monthly journal entries, examining accounting records and expense recordings. As the Credit Controller I have learnt to build and maintain close links with all customers, and hence ensure smooth running of accounts alongside encouraging timely recovery of payments.

Currently, I am keen to find a challenging role as a credit supervisor in order to further enhance my experience and develop my abilities.

CONTACT

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EDUCATION

Post-Graduation/Master of Commerce-

Advanced Management Accounting, Advanced Financial Accounting, Auditing & Taxation As Major Subjects.

Mumbai University – 2001

Bachelor of Commerce

Mumbai University - 1999

WORK EXPERIENCE

Falcon Pack - Sharjah, UAE || Senior Credit Controller

June 2011–Present

Responsibilities:

- Check customer's credit and approve or deny applications based on company standards and requirements
- Ensure customers pay on time and chase any overdue invoices by telephone, email & letter within agreed timeline.
- Maintain accurate records of all chasing activity
- Regularly contacting customers to ensure all relevant debts are managed as necessary
- Ensure that all transactions are compliant with Company's policies ; handle disputed bills and negotiate to bring payment within the agreed terms
- Provide accurate advice on billing queries
- Respond promptly and completely to both client and internal enquiries
- Improve and implement debt collection processes when there are any overdue invoices or payments, and initiate legal procedures if necessary
- Reconciling complex accounts that have been escalated from the AR team ; Undertake account reconciliations as required
- Other duties as delegated from time to time by the Credit control manager or Finance Manager or any other person designated in their absence

PROFILES R.H.F – Sharjah, UAE || Accountant

December 2002–April 2009

Responsibilities:

- Management of Accounts Payables and effecting timely payment to creditors around the globe
- Preparation of payroll for more than 2500 workers and opening bank a/c s for employees
- Bank reconciliation

HIGHLIGHTS

- Tally Version - 6.3 & 9
- ERP
- SAP
- Sage ACCPAC.
- MS Office (Word, Excel, PowerPoint)

PERSONAL PROFILE

- Nationality : Indian
- Marital Status : Married
- Date of Birth : 29/4/1978
- Visa Status : Husband Sponsorship
- Languages : English, Hindi, Marathi and Malayalam

- Maintaining & verifying the purchases with proper documents & entering in the system
- Assisting Chief Accountant in finalization of accounts.

Customer Connect India Pvt Ltd, Mumbai (BNP Paribas Group)

|| Customer Support Executive

Jan 2002 – Jun 2002

Responsibilities:

- Customer Service attending customer complaints and doing the necessary for them.
- Handling Administrative work

ACOMPLISHMENTS

Accounting Skills

- Operated computers programs with accounting software to record, store, and analyze information.
- Bank reconciliation

General Ledger Accounts

- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.

Accounts Payable/Receivable

- Maintaining Petty cash and daily verification of cash.
- Preparation of invoices, delivery notes and goods return note
- Customers Account Reconciliation