

Akash Sharma

Order To Cash



Personal Info

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Skills

- Advance knowledge in Cash Application and streamlining Collections in OTC processes with the Ability to work under pressure and challenging Situation.
- Well versed with Windows, MS Word, Excel and PowerPoint with application Oracle and Microsoft Navision.

Achievements

- Received two Bronze awards in 2017 and 2018.
- Received one client award in 2017.
- Received star award for best performer in May 2019.
- Received Value creator award for clearing old pending invoices of critical accounts in March 2020.

Career Summary:

Genpact India Private Limited (October 2016 to December 2018)

- Responsible for end to end activities in Accounts Receivables.
- Cash received consist of :-
 - Payment of invoice due.
 - Advance payment.
 - Installment payment regarding invoices due.
 - Adjustment of short payment received from customer to various G/L.
 - Accounts.
 - Return payment received from vendor.
 - Payment received from vendor regarding credit memo.
 - Interest received from bank for deposits.
- Handling daily cash received and daily bank reconciliation.
- Doing month end activities like.
 - Writing off bad debts.
 - G/L reconciliations.
 - Writing off discount given to customers.
 - Clearing of unknown payments received after consulting those payments with bank and higher authority.
- Balancing customers account.
- Handling E-mails (like contacting bank for payment details and contacting customer and higher authorities).

Capgemini Technological Services India Limited (January 2019 to Present)

- Deployed in project during transition (India region) in Phase 2.
- Assigned with the responsibility of Collections for Critical contacts, Average AR portfolio of 500 Million.
- Call / Email customers on the outstanding invoices for getting payment status of due invoices.
- Reviewing customer account balances on the basis of ageing report.
- Resolve dispute or any issue of customers regarding their invoices or payments.
- Writing off appropriate accounts.
- Co-ordinate with the cash applications team to ensure proper allocation of open credits.
- Deal with internal Customer / Client.
- Worked on applications like Web collect, GFS (Global File System), BO Launch Pad etc.
- Worked on India Accounts which includes TDS and GST calculation.
- Prepare reports like Overdue reduction, Collection forecasting, Cash collection during the period.
- Escalate all delays to internal groups as appropriate.

Educational Qualifications:

Year	Examination	Institution	Board/Affiliation
2016	B.com(H)	Dum Dum Motijheel Rabindra Mahavidyalaya	WBSU
2013	Higher Secondary	Indira Gandhi Memorial High School	CBSE
2011	Secondary	Calcutta Airport English High School	WBBSE