

SUBHANKAR DUTTA

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Career Objective

- To find a challenging position to meet my competencies, capabilities, skills, education & experience.

Licenses & Certification

- Pursuing Certified Management Accountant from Institute of Management Accountants, USA.
- Certificate for Exploratory Data Analysis in Excel by upGrad in Jan'2021.
- Certificate for Reading Financial Statements by Corporate Finance Institute in Jan'2021.
- Certificate for Fundamentals of Credit by Corporate Finance Institute in Dec'2020.

Knowledge Highlights

- US GAAP
- Revenue Recognition (ASC 606)

Skill Highlights

- | | | |
|--------------------|--------------------------|-----------------------------------|
| · Communication | · Negotiation | · Microsoft Excel |
| · Customer Service | · Account Reconciliation | · SAP |
| · Active Listening | · Dispute Management | · Oracle |
| · Supervising | · Customer Relationship | · Structured Query Language (SQL) |
| · TeamWork | · MIS | |

Professional Experience

Assistant Manager – Billing & Collection
Writer Business Services Pvt. Ltd. (Writer Corporation), Dec 26th 2019 - Till Date

- Responsible for managing Billing, Collection and Dispute management.
- Manage Corporates and Government Clients.
- Supervise Tele Collection team members.
- Work towards process improvements.
- Ensure appropriate and timely billing through O'Neil software and no revenue leakage.
- Experience in managing portal like COUPA, Tradeshift and other similar portal.

- Ensure credit note and debit note is raised as per commercial agreement or with proper approval.
- Engage with all cross functional teams.
- Account reconciliation as and when required.
- Preparing MIS.
- Improve overall cash flow and restrict bad debt provision.
- Ageing analysis and make strategies to ensure maximum collections from All Buckets.
- Maintain healthy ageing portfolio and avoid excessive credit limits.
- Lead collections projects as and when required.
- Coordinating with customers to get new PO wherever applicable to ensure smooth process of invoice submission and payment collection.
- Monthly review with management.

Credit Executive

DHL Express India Pvt. Ltd., Jun 25th 2018 – Dec 21st 2019

- Responsible for managing credit and collection for Proprietorship accounts, National accounts and Enterprise accounts of DHL Express.
- Use SAP function for all kinds of activities such as generating reports, Creating PTP, updating customer communication.
- Tele Verification of the customer's details provided by sales team before opening an account.

CFS Key Accounts Representative - Associate

FedEx Express TSCS (India) Pvt Ltd., Apr 28th 2016 – Jun 22nd 2018

- Responsible for managing credit and collection for Global accounts of FedEx.
- Participating and leading various projects (E.g. E – invoicing, EFT & Auto CQL project) as and when required.
- Work on Oracle function.

Senior Executive – Credit Control

Matrix Cellular International Services Ltd., Feb 27th 2014 – Apr 27th 2016

- Responsible for credit & collection of Kolkata Branch.
- Supporting tele collection team & agencies as and when required.
- Supporting the legal team in their activities (Lok Adalat etc.) to recover the payment.

Relationship Manager – Corporate

Thinktel Solutions India Pvt. Ltd., Mar 26th 2013 – Feb 26th 2014

- Manage entire customer life cycle for assigned SME corporates post sales.
- Responsible for Collection management.
- Generating revenue by up selling.

Education

- Bachelor in Commerce with Honors (H)** from West Bengal State University in 2012. (Secured 57.3%)
- Higher Secondary** from West Bengal Council of Higher Secondary Education in 2009. (Secured 73.6%)
- Secondary Education** from West Bengal Board of Secondary Education in 2007. (Secured 64.8%)

Activities and Interests

Listening Music, Singing.

Rewards & Recognition

- Rewarded with prestigious award Bravo Zulu by FedEx for Outstanding Support to large Strategic Accounts.
- Best Relationship Manager Award by Airtel for providing Excellent Customer Service to Corporate Clients.

Personal Details

Name : Subhankar Dutta
Date of Birth : Dec 15th, 1991
Gender : Male
Linguistic Capabilities : English, Bengali, Hindi
Permanent Address : D-94, Rabindranagar, P.O. - Ganganagar, P.S. -
Madhyamgram, Kolkata- 700132

Declaration: I hereby declare that the above-mentioned information is correct, up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kolkata

Date:

(Subhankar Dutta)