

# ***Pralabh Agarwal***

Sector 22, Noble Enclave

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## **PROFESSIONAL SYNOPSIS:**

02+ years of working experience in finance: - An achievement driven professional with strong capability of driving execution, meeting deadlines and managing high pressure situations. Dynamic and enthusiastic professional with quality experience in Credit Control & Relationship Management function. Positive attitude and self-confidence offering sound communication, interpersonal, negotiation and problem solving skills.

### **Managerial Skill**

- Decision Making
- Relationship Management
- Result Oriented
- Communication & Interpersonal skill

### **Functional Skill**

- Accounts Payable
- Accounts Receivable
- B2B Collection

### **Career Path**

July 2018	SOTC Travel Ltd	Executive - Account Receivable (AR)
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## **Work Experience**

### **SOTC Travel Ltd.**

*Executive - Receivables Management – (July 2018 to till date)*

- Managing credit control function for specific accounts and reporting to the General Manager. Total portfolio approx. INR 36 Cr. p.a.
- Involved in determining financial objectives, designing & implementing systems and policies & procedures to facilitate internal financial and process controls.
- Monthly review with credit team and working with Ops team to get maximum collection and reduce the debt risk.
- Developed and maintained cooperative and effective working relationships with all External and Internal customers to ensure timely payment of invoices and resolution of customer queries.
- Preparing monthly dashboard, MIS Reporting and exception reports.
- Formulated & Implemented credit control policies, protecting profitability of the business by ensuring minimum loss provisioning & bad debts.

## Other Projects Accomplished

- Reconcile the Ledger of Low cost Airlines like Indigo/Spice jet/Go Air.
- Make payments to vendors like cab vendors, insurance vendors etc.
- Assisting key managers in preparing MIS reports, PowerPoint presentations for framing out policies for achieving common goals.

## Summer Internship project

Project Name: Relationship Management Retail Branch Banking  
Company: HDFC Bank Ltd., Chandni Chowk Branch, New Delhi

In the period of 3 Months (April'17 – Jun'17), I was supposed to help and advice clients for growing business in the insurance sector and updating them with the latest banking policies. The range and scope of this project was to help clients/customers with their account details to provide advice to do financial investments. In addition to that, I was supposed to serve individual clients to generate new business, investments and new leads for the bank/branch.

## Academic Projects

- Completed an Internal Project on Preparation & Analysis of Financial Statements during 1st Trimester of PGDM (Aug'16).
- Completed a Project on Preparation of Financial Statements of an MNC (Nov'14).

## Educational Qualification

**Post-Graduation** - MBA (Finance): Apeejay School Of Management, Dwarka, New Delhi

**Graduation** - B.Com (P): MJP Rohailkhand University, Moradabad, U.P.

**Class XII** - C.B.S.E: Whitehall Public School, Rampur, U.P.

**Class X** - C.B.S.E: Whitehall Public School, Rampur, U.P.

## Personal Details

**Date of Birth:** 6<sup>th</sup> Oct 1993  
**Father's Name:** Mr Rajesh Kr. Agarwal  
**Permanent Address:** Aashirvaad, Devi Dass Street, Meston Ganj, Rampur – U.P.-244901