



# RASHMI RATTESAR

ACCOUNTS RECEIVABLES PROFESSIONAL

## PROFILE







Handled a broad scope of internal processes encompassing the daily management of, billings, collections, reconciliation, general ledger, and month-end-closings with a main focus on accounts receivable functions.

## SKILLS

### Languages

English   
Hindi 

### Skill group

Accounts receivables   
Customer service   
Negotiations   
Administration   
Ms Office   
Data entry 

## EXPERIENCE

### 2018 - 2018

#### Gulf Pinnacle Transport

Accounts receivables officer , Dubai

Prepare, verify, and process invoices for services rendered

- Enter data on invoices; ensure proper coding on documents
- Collect on accounts by sending invoice reminders and communication with customers via phone, email, fax or mail
- Post customer payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software
- Prepare cash and check payments for bank; totalling and recording the deposit amounts, filling out deposit slips and bundling the funds and slips; making deposits at the bank, Update receivables by totalling unpaid invoices
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify the validity of account discrepancies by obtaining and investigating information from sales, customer service departments and customers
- Resolve valid or authorized deductions by entering adjusting entries
- Resolve invalid or unauthorized deductions by following pending deductions procedures
- Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other AR activity.

## CONTACT

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**2016 - 2017**

**Rakbank**

Debt collector , Dubai

Working on Bucket (1) and ensure resolution is done as per the target assigned on a monthly basis.

- Ensure that the individual targets based on both efficiency and productivity parameters are met on a monthly basis.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Obtained detailed information about the overdue customers and the same is documented on collection system for future trails on the account.
- Laying down roll forward, stabilization and roll back targets for each month and deliver signed plans to achieve the laid down targets.
- Locate and notify customers of delinquent accounts by mail, telephone, or personal visits in order to solicit payment.
- Communicating with MIS Team for settlement letters, Offer letters and clearance letter.
- Sending field visitor to customer workplace.
- Check the call manager on daily basis.
- Customer's documents checking.
- Implementation of new ideas to provide more and reliable services to Customer's.
- Ensure that the collection process is carried out within the framework of code of conduct and keeping in mind the reputation of the bank.

**2010 - 2014**

**Dulsco**

Accounts receivables assistant , Dubai

Set up & implement a system of reconciliation of accounts receivables balances with statement of accounts from customers and subsidiary ledgers to the general ledger control account.

- Offering recommendations for improvement and strengthening of the billing and collection processes and customer relationship management.
- Preparing all accounting receivables reports to the Finance Manager.
- Managing ad-hoc administrative functions
- Liaison with External Auditors.
- Monthly reconciliation with Banks, vendors & Inter-company branch accounts.
- Organize and monitor all records on computerized Accounting modular les namely, Accounts Payable/Receivable, Purchase Order process, Inventory/Stock and Payroll.
- Analysing client data and developing trend analysis for presentations in client use.
- Periodic reconciliation of inventory and close co-ordination with Sales & Logistics.
- Review and implement effective internal control policy relating to credit control.

**2008 - 2009**

**Haktrans Logistics**

Customer service / admin , Dubai

Extensive interaction with clients and through understanding of requirement related to businessmen

- Act as the communications focal point between staff and client and will deliver project management, administrative, financial and research report.
- Manage client documentation effectively and prepare material for negotiations, proposals, presentations for projects.

**2008 - 2008**

**Danzas logistics**

Administration , Dubai

Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.

- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provide information by answering questions and requests.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Complete operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.

## EDUCATION

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**2005 - 2008**

**Bachelor of commerce**

Mumbai University , Mumbai India

Specialization in banks