

# Asad Penkar

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## PROFESSIONAL SUMMARY

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Hardworking Fleet Accountant focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success. To maintain accurate and representative financial records regarding each of the vessels under their responsibility and to produce timely, accurate and meaningful management reports for in-house departments and the vessel owners.

My background includes: Customer relations | Microsoft Excel | Accounts receivable | Microsoft Office | Shipping | Fleet Management | Digital Marketing | Six Sigma White Belt Certification

## WORK EXPERIENCE

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### Fleet Accountant

Sep 2020 - Present

V Group • Mumbai

- To maintain an up-to-date general ledger for each vessel for which they are responsible.
- Ensure all reports and requests are prepared for the client within the prescribed timetable.
- Assisting the Assistant Vessel Financial Controller with any other duties that may be necessary.
- Liaising with the Assistant Vessel Financial Controller and other departments in the explanation of running cost variances.
- Preparing of all funding requests that ensures sufficient funding of the vessel at all times to enable all commitments to be settled within terms.
- To prepare and review all prime data and ensure it is properly authorized and coded by the relevant departments.
- Payment of purchase invoices and other creditors within the agreed payment terms and in line with Vships policy and subject to the availability of funds from owners.

### Accounts Receivable Associate

Aug 2019 - Sep 2020

Gebbs Healthcare Solutions • Mumbai

- Responsible for A/R follow-up including resolution of denials including handling all correspondence related to an insurance or patient account, contacting insurance carriers, patient and other facilities.
- Needed to get maximum payment on accounts and identify issues or change to achieve client profitability in state of Kentucky and Massachusetts.
- Identified and suggested remedies for areas of improvement based on detailed daily reports and analysis.
- Managed complex finance projects under the direction of senior management to meet deadlines and budget limitations.
- RCM/Medical Billing/Account Receivables/US Healthcare.

- To understand the queries of the customer or any problems pertaining our product/service and give them the best possible solution and handling all Online orders of Swiggy, Uber Eats and Zomato of 12 outlets.
- Managing Customer grievance Reports. Managed quality assurance program, including on-site evaluations, internal audits, and customer satisfaction survey.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately
- Developed team communications and information for meetings. Monitored social media and online sources for industry trends.

## EDUCATION

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**Bachelor In Commerce**

2016 - 2019

Shrimati Mithibai Motibhen Kundnani College of Commerce &amp; Economics • Mumbai

- Auditing and Corporate Governance
- Cost Accounting
- Fundamentals of Financial Accounting
- Business Communication
- Business Economics
- Computers & Management of Information Systems.
- Human Resource

**Higher Secondary Certificate**

2014 - 2016

Rizvi College of Arts, Science and Commerce • Mumbai

**Secondary School Certificate**

2004 - 2014

Saint Theresa's High School • Mumbai

## SKILLS

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- Accounts Receivable (AR)
- Multitasking
- Outlook
- Analytical thinking
- Problem-solving
- MS Office - Word, Excel, Power Point
- Research
- Task prioritization
- Verbal communication
- Fleet Management
- Public Relations
- Account Management
- Creative thinking
- Client Focus
- Financial Accounting
- Outlook