

Abhishek Das

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PROFILE SUMMARY

Being a **financial professional**, I'm dedicated to driving and delivering **data-driven reports, findings** and solutions for the organization. Having relevant skills, exposure and knowledge in Billing Disbursement (Accounts and Commercial) and Order-to-Cash processing. Collaborate with cross-functional teams to understand the **business goals and requirements** and give proven track record of delivering **useful** and **compelling insights** for **business users and clients**.

EDUCATION

Calcutta University <i>Bachelor of Commerce - Honours</i>	Kolkata, West Bengal 2020
West Bengal Council of Higher Secondary Education <i>Higher Secondary Education</i>	Kolkata, West Bengal 2016
West Bengal Board of Secondary Education <i>Madhyamik</i>	Kolkata, West Bengal 2014

KEY SKILLS

MS Word • MS Excel • MS Power Point • SAP • AVAYA • AKRITIV • PROZO • Reporting Key Metrics, Key Performance Indicator • Visma on guard Proficient with Internet and E-mail • Pivot Table • Pivot Charts • Conditional Formatting • Reporting

WORK EXPERIENCE

Cash Application Specialist <i>Capgemini</i> Project: UK and Belgium Client	Jan 2023 - Current Kolkata, West Bengal
<ul style="list-style-type: none">• Payment Posting - Accurately apply incoming payments (ACH , Credit Card) to customer accounts, ensuring that all transactions are recorded correctly in the accounting system.• Reconciliation - Perform daily, weekly, or monthly reconciliations of cash receipts to ensure that all payments are accounted for and discrepancies are resolved promptly.• Customer Account Management - Maintain and update customer account information, including payment terms, contact details, and billing information.• Direct Debit Run - Schedule direct debit runs at regular intervals to ensure timely collection of payments.• Remittance - Saving remittance into the respective folder and clear the invoices according to the payment.• Customer Master Data Creation - Ship to and Sold to creation, Amendment changes.• Monthly and Weekly Basis Reporting - Monthly SLA report, Monthly Deck file report, Audit report, Weekly Cash Forecasting report, Billing File Report, Defaulters' report, Unallocated and Unidentified Report, Customer master data report.• Duplicate Invoicing - Sending duplicate invoices to customers can lead to confusion, payment delays, and potential disputes.• Process Improvement - Identify opportunities for process improvements in cash application procedures to enhance efficiency and accuracy.• Training and Support - Assist in training new staff members on cash application processes and systems and provide support to team members as needed to ensure smooth operations	
Cash Application Specialist <i>Genpact</i> Project: United Kingdom Client	Aug 2022 - Jan 2023 Kolkata, West Bengal
<ul style="list-style-type: none">• Posting Payments - Accurately process and post incoming payments received through various cash applications and ensure all the payments are applied to the correct customer accounts and invoices.	

- **Data Entry and Record Keeping** - Enter payment information into the accounting system or cash application software, ensuring accuracy and timeliness.
- **Payment Allocation and Reconciliation** - Perform daily, weekly, or monthly reconciliations of cash receipts to ensure that all payments are allocated for and discrepancies are resolved promptly.
- **Reporting** - Generate and analyse reports related to cash application activities, such as daily cash receipts, aging reports, and payment trends.

Management Trainee

Genius Consultant Ltd.

Feb 2021 - Aug 2022

Kolkata, West Bengal

- Worked in Billing and Disbursement (Accounts and Commercial) Department.
- Reimbursement checking in FSS/FMS/ITS portal.
- Reimbursement Bill in FSS/FMS/ITS portal.
- Raising Credit Note and Incentive Invoice.
- Monthly MIS report maintenance.

CONCLUSION

I hereby declare that all the above information are true to my knowledge and belief.

Date

Signature