**Suresh Chand**

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Mob: 9811346480

**OBJECTIVE:**

Aspire to Develop and grow myself as a finance professional to achieve and contribute towards the organization's success working cohesively with colleagues to strengthen the organization.

***WORKEXPERIENCE*:**

**Working as Senior Account Executive at Kinmarche (BNB Group), DRC Congo Africa from 31 Aug 2022 to till date.**

**Worked at Future Retail Ltd. (Big Bazaar) Senior Accounts Executive from June 2005 to August 2022.**

**Worked at Peter England from April 2003 to May 2005 as a Backhand Cashier.**

***Job Responsibility at Kinmarche DRC Congo Africa: -***

* Create a positive atmosphere by smiling, greeting, and providing a pleasant, friendly experience.
* Handling the 65 stores and 12 Dukan.
* Reconciliation sales VS collection.
* Handling over 300 bank accounts
* Handling multiple Currency (Dollar / Euro / Congolese Franc)
* Cash & bank Book Accounting.
* Daily Accounting Transactions (Receipts / Payment / Expenses & etc.)
* Bank Reconciliation
* Credit card reconciliation.
* Bank Dealing
* Digital Money Reconciliation (Airtel money / Vodacom M-pesa / Makuta /Orange Money etc.)
* Gift Voucher Reconciliation (controlling / handling)
* Accounts Payable and vendor reconciliation.
* Inter-Company accounting and reconciliation.
* Leger Reconciliation.
* Cash room audits on quarterly basis.
* Month End Closing and Year close Process (Petty cash / float cash / sales etc.)
* Handling the store daily day to day financial/commercial issues
* Helping open a new store.
* Train and guide Junior staff.
* Roll out the new mode of payment.
* Implementing a new process.
* Ensuring SOP/ Process is followed by the store and India team.
* B2B sale reconciliation.

***Job Responsibility Future Group: -***

* *Handling the Team of 42 people.*
* *Making* ***Roaster*** *for Cashiering Staff.*
* *Responsible for allotment and Track of* ***Opening & Closing Balance*** *of Cashiers.*
* Fully trained cashiers & develop all Cashiers and follow up for their performance.
* *Maintaining the* ***Credit Card Reconciliation.***
* *Taking care of* ***Commercial Reports*** *and* ***Banking*** *on daily basis.*
* *Look after* ***EDC Machines*** *(Electronic Data Converter)*
* Ensure all cash desks are in good working order and maintained regularly.
* Handling All Banking Process & Issues in the Store.
* Ability to handle frequent customer query.
* Reconciliation of Cash/ Credit cards/Cheque clearance/ Credit sales/ Gift vouchers/Credit note Preparing and overlooking all Daily Collection reports etc.
* Handling gift Vouchers sale of store.
* Follow the SOP as per company policy.
* Preparing of daily/Monthly Sale Reports.
* Keep Updating Staff about the Promotion & Offers running in the Store.
* Handling Petty cash & Making Store Expenses Vouchers.
* Handling Day opening & closing activity of cash room.
* Check Cashiers’ status of their Cash Tills management.
* Controlling Shrinkage/ Damages of stock.
* Generating discrepancy report and rectify them.
* Reconciliation of online COD and online Refund.
* Track daily online report ODR / OTP and OTD.
* Handling store level SO and RSO.
* Handling store level Future pay issue.
* Handling CTS online portal.
* Reconciliation of Scrap sale daily / monthly basis.
* Reconciliation of customer advance.
* Maintaining records of all type of transaction i.e. Credit Notes, Bill Refunds.
* Responsible for controlling Credit notes issuance & refunds weekly audits of CSD on same to track proper documentations.
* Complaint Resolve within timeline.
* Complaint Resolve with timeline through CRM.

***Job Responsibility Future Group Capex: -***

* Working on SAP ECC 6.0 software with CAPEX team for timely maintains the report.
* Controlling all the CAPEX related activities under the guidance of CAPEX Head and maintaining this through coordinating with Site In charge.
* Analysis & make report of Budget Closure.
* Open PO and Open STO Analysis.
* Maintain MIS of Store Opening Tracker.
* CAPEX Auditing.
* Market Survey.
* Interacting Vendors and resolving their queries on daily basis.
* Store Visit between the running Sites.
* Reconciliation of Vendors.
* Make Vendor’s Payment File and Controlling Vendor’s Ageing.

***Job Responsibility Peter England: -***

* Responsible Daily Cash Collection Credit Card Reconciliation on daily basis
* Responsible for all Cash/Card/Cheque\RTGS Collection and banking also
* Posting all Expense vouchers daily basis
* Responsible for Preparing DSR On Daily Basis
* Responsible for Stock in out process

***Extra initiatives in Big Bazaar***

* Diwali GV sales above 1cr from last 12 years.
* Handled new store opening and closing process in zone.
* Commercial Reports from e-Sanchayan & SAP generated for cluster commercial work.
* All Manan& Commercial audit green zone scores for commercial pointers.
* Helps store operations through taking initiatives in store operations and audits.
* No 1 ever position in GATI parameters.
* Maximum BBPC enrollments from cashiers from last 10 years. -inderlok/wazirpur/Kalkaji & Vasantkunj.
* Maximum TSO sales from cash till in cluster.

**QUALIFICATIONS:**

*EDUCATIONAL*

* Graduate (B.com) from Delhi University.
* Senior secondary with Commerce subjects from CBSE (Delhi).
* High School from CBSE (Delhi).

*PROFESSIONAL*

**Diploma in Computer:**

Which included training on Rem, POS, I Retail (Billing software) Tally ERP9, SAP, Engage (Gift card, Loyalty), Sampradhan & Quicksilver (Gift card), Internet, Email, DTP, Windows, (Window, M S office 98 & 2000) etc.

**LEISURE INTEREST:**

* Watching IPL Cricket & Listening to Music
* Interacting with people

**PERSONAL DETAILS:**

| Father’s Name: Late Sh. Gauri Shankar |
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| Mother’s Name: Late Smt. Sumitra Devi |
| Date of Birth : 5-March-1982 |
| Nationality : Indian |
| Present Address **:** A5/12 Flat No.303 DLF Ankur Vihar Loni 201102  I do hereby declare that all statements made in this application are true, complete, and best of my knowledge**.** |

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***(SURESH CHAND)***