

SAGAR HARSHAD KAPADIA

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PROFILESUMMARY

- Offering till date experience as Associate – OTC at LafargeHolcim Global Business Pvt. Ltd.
- Offered 10 months of experience as a Credit Control in Compugate Infocom Limited.
- Offered 11 years of experience as a Finance & Accounts in DTDC Courier & Cargo Limited.
- Offered over 1.5 years of experience as a Control Tower Operator in Mahindra Logistics Limited.
- Experience in preparing reports and handling complete back end activities smoothly.

CAREER OBJECTIVE:

I am looking ahead to work in a professional, growth-oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals.

STRENGTH &SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

EDUCATION BACKGROUND:

Course/Degree	Institute/Board	Year of Passing	Class
MBA (FINANCE)	Gujarat University	2017	Second Class
B.Com	Mumbai University	2013	First Class
H.S.C	Maharashtra State Board	2010	Second Class
S.S.C	Maharashtra State Board	2008	First Class

EXTRAQUALIFICATIONS

- Completed successfully MSOffice–Basic Computer Course (MS-Word, MS-Excel, MS-Power Point & Internet)
- Knowledge of Tally and SAP

EXPERIENCE

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- Working as “Associate - Order to Cash at **LafargeHolcim Global Business Service Pvt. Ltd.**” From March’20 till date.
 - Worked as an “Executive- Credit Control” at **Compugate Infocom Limited**, Navi Mumbai From Jun’19 Mar’20.
 - Worked as “Executive-Finance & Accounts” at **DTDC Express Limited**, Mumbai from January’18 to Dec’18.
 - Worked as “Control Tower Executive” at **Mahindra Logistics Limited**, Mumbai from September’16 to January’18.

Key Responsibilities of LafargeHolcim Global Business Service Pvt. Ltd.

- Handling East & North-west region for discounting process.
- Meet the SLA as per customer requirements. Responsible for KPI. Completing the entire request within agreed timeline.
- Doing of disbursement & provision (Month End) of discount for AMBUJA Cements North West & East region as per approval matrix.
- Reconciliation of customer & GL Account is done on monthly basis.
- Preparing monthly MIS report, Discount Format Summary, System & Manual disbursement report for discount process.

Key Responsibilities of Compuage Infocom Ltd.

- Maintain accurate credit files and collection files. Maintain electronic collection notes for each customer account.
- Handling the LFR partner and corporate clients.
- Discounting the invoices with the Channel financing partner. Also coordinating with the NBFC for channel financing report.
- Preparation of Insurance and channel financing report.
- Preparation of Cash Flow on weekly basis. Periodically follow-up for the payment with the customer.
- MIS Report on Monthly basis/Overdue Report on Weekly Basis to CFO and Directors.
- Provide financial order management support to Sales personnel to control credit exposure, effect timely payment and minimize risk of customer disputes. Daily review of order backlog to address any potential credit issues.

COMPETENCIES:

- Quick learner & adapts well to changes and pressure in work place.
- Managing relationships & working efficiently with diverse groups of people.
- Committed to meeting deadlines and schedules.
- Leadership skills to lead projects & handle work independently.

LANGUAGE KNOWN:

English, Hindi, Marathi, Gujarati (Speak, Read, Write)

HOBBIES:

Playing Cricket & Carom.

DATE OF BIRTH:

20th October, 1991

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

Sagar Harshad Kapadia

Mumbai
