

Madhusmita Mohapatra

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Objectives :

It's my career objective to work with a Company which can help me to grow professionally as well as personal front, along with the growth of the firm. I wish to work in a competitive environment which gives me new challenges to overcome and frontiers to explore.

Education :

MBA in Accounting and Finance from Amity, Noida, India (2023).

Passed Graduation from Utkal University, Orissa, India (1994).

Passed PUC from Utkal University, Orissa, India (1989).

Work Experience (Kingdom of Bahrain)

- Working as Group Accounts Receivable Incharge with UNEECO (Universal Electro-Engineering - A Group of Companies, Bahrain) from 2nd December 2014 to 22nd March 2023.
- Worked as Accounts Officer with BEMCO (Bahrain Electro Mechanical Services Co, Bahrain) from 17th July 2011 to 12th October 2014.
- Worked as Accountant with Syscon Trading & Mechanical Services Co. Manama, Bahrain from 15th Jan 2010 to 6th July 2011.

Duties & Responsibilities :

Accounts Receivable In-charge

- Managing Team by giving them monthly target against due, monitoring their day to day activities, consolidating their report and forwarding my observation to Department Head & HR about their output against given task.
- As department head responsible for accounts receivable are usually required to relate accordingly with other members of staff in the same unit, as well as with those from other departments towards achieving the end goal of monthly target.
- I am equally required to communicate with HR and FC for job appraisal and expectations to designated members of staff.

Invoicing

- INVOICE AGAINST DELIVERY NOTE - Tracking of manual delivery note along with supporting documents, doing cost analysis, checking unit price/Quantity against Customer Purchase Order, applying discount (if any), Implementing Tax as per Bahrain Govt. Regulatory and Invoicing.
- CUMULATIVE INVOICE - Coordinating with Project Team to get Work Progress Certificate and preparing the cumulative invoice as per agreed Payment Term.
- Sending Invoices along with supporting documents through Dispatch Team, to handover Customer and keeping track of Acknowledgement for Payment follow up.
- Preparing monthly Sales Report on base of Delivery & Invoicing.

Debt Collection

- Doing periodically Aging analysis and Taking responsibility of clearing market Outstanding against due and overdue.
- Declaring monthly cash in flow forecast to COO & FC to schedule related activities like; Repayment of Bank Loan, Suppliers Payment, Salary, General Payment & other related activities.
- Sending monthly Statement of Account to all Customers, coordinating with their Accounts through mails & phone calls, clearing their concerns and issues to get payment on time without any delay.
- Arranging cheque collection, Reviewing Daily Bank Statement - preparing daily collection Report to update Management against monthly collection target.
- Keeping track of Bank deposit, doing Receipt entries in system by choosing proper invoice for Allocation.

Payable Section

- Project wise Order - Progressive Payment
- Annual Maintenance Contractual - Monthly Payment
- Overseas suppliers Payment (T.T & D.D)
- Letter of Credit - Overseas Payment
- Local Purchase Order – Payment
- General Exp. (Gosi. LMRA, MOH, EWA, Rent....etc)

Other Jobs

- Bank Reconciliation
- Salary & Over Time Calculation
- Full and Final settlement Calculation
- Leave Salary & Indemnity Calculations
- As per Accounts Year Ending Auditors Requirement Report.

Technical / Computer Proficiency :

Post Graduate Diploma in Computer Application (PGDCA)

Ms Word, Ms Excel, Power point, Office 2010

Operating system : Working with ERP - Epicor Package

Languages Known : English, Hindi , Oriya.

Attributes : Fast Learner, self-motivated, high interpersonal skill, work dedicated, cooperative.

Hobbies : Reading, Sharing Knowledge, Listening Music

Personal Details:

1. Name : Madhusmita Mohapatra.
2. Father's Name : Bhaskar Chandra Nayak
3. Date of Birth : 25 June 1974
4. Driving License : Bahrain DL
5. Nationality : Indian
6. Passport Details : T4982923 (27th April 2029), Place of Issue –Bahrain.
7. Marital Status : Married
8. Address : At- Angargaria, Near Issannagar Post Office, Dist/Po- Baleshwar, Pin- 756001, Odisha, India

I hereby declare that the details furnished in this resume are true to the best of my knowledge.

Madhusmita Mohapatra