

## **RESUME**

### **Aniket Yadav**

yadavaniket429@gmail.com

+918474972757

Bareilly, Uttar Pradesh

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### **Summary**

To be associated with a growth-oriented company where my managerial and leadership skills can help in the development of the company while concurrently helping me to further my professional interests in a stimulating environment.

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### **Work Experience**

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#### **Executive (Revenue & Assurance)**

Delhivery LTD • Gurgaon, Haryana

05/01/2024 – Present

- Maintained outstanding receivables of Multiple Brand Accounts and prompt dispute and handling PAN India Shipment reconciliation whose primary job is the reconciliation of PAN INDIA Retail claim daily.
- Conduct a thorough comparison of financial records, identify any discrepancies and proper investigation helps to prevent recurring errors and ensure that financial information to accurately.
- Maintain detailed documentation of the reconciliation and collection process including invoices, CN/COF transactions and other relevant records.
- Proper documentation of the process facilitates future audits and reviews.
- At month end prepare the provision of retail escalation and lostshipment for each client.
- Maintained outstanding receivables of Multiple Brand Accounts and prompt dispute .resolution.
- Achieved a collection efficiency index of 98% and establishing strong relationships with clients.
- Decreasing Bad debt ratio through rigorous credit checks and evaluating customer creditworthiness.
- Maintain PAN India COD Report on Weekly Basis..

#### **Sales Associate (Term Insurance)**

Policy Bazaar

08/07/2023- 30/12/2023

- Greeting customers, helping them find products, and answering questions.
  - Staying up to date on new products and promotions, and having a thorough understanding of the products they sell.
  - Building trust and understanding with customers to better understand their needs and provide tailored solutions.
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### **Skills**

Customer service, Advanced Excel, Communication skills, Microsoft Office, Mail Handling, Outlook, MIS, Ms Word, CMS, Real App, Google Sheet.

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## **Academic Qualification**

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### **MBA (Finance & Marketing)**

Shri Ram Murti Smarak College of Engineering & Technology • Bareilly, Uttar Pradesh (2021-2023)

- Excel Analytics Workshop from 28.02.2022 to 04.03.2022 conducted by joint ventures of Quordnet Academy & Excel Way Business at SRMSCET, Bareilly.
- Participated in 2 days National Competition on “Business Simulation: A Management Game” Jointly Organized by SGT University & AIMA at SGT University, Gurugram.
- Participate in Stock Mock Competition from 05.09.2022 to 09.09.2022 at B-School Bulls, Dehradun.
- Appointed as the Head Coordinator for the Management Club in the MBA Department Shri Ram Murti Smarak College of Engineering and Technology, Bareilly.

### **B.com (hons)**

Rajshree Institute of Management & Technology • Bareilly, Uttar Pradesh (2018-2021)

### **Intermediate (Commerce + Math's)**

CBSE • Bareilly, Uttar Pradesh (2018)

### **High School**

G.K City Montessori School • Bareilly, Uttar Pradesh (2015)

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## **Certificates**

- Advanced Diploma in Computer Applications with Tally ERP 9.
- Advanced Excel Certification from Quadrant Academy.

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## **Interests**

- Table Tennis
  - Travelling
  - Cooking
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## **Personal Information**

Father's Name: Mr. Krishna Kumar Yadav

Mother's Name: Mrs. Shashi Yadav

Date of Birth: 03/11/2000

Languages: Hindi & English

Marital Status: Unmarried

Nationality: Indian

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## **DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and information.

Aniket Yadav