

RAJ ARYAN

CONTACT

 DELHI, INDIA 110049

 +91-6205904512

 dealcooled1@gmail.com

SKILLS

- Positive attitude
- SAP
- Product and service knowledge
- Customer rapport
- Account collections
- Invoice processes
- MS Excel
- Good Communication Skill

Responsible , passionate about delivering outstanding quality and service. Offering more than 4 years of experience in industry with history of recognition for performance.

EXPERIENCE

April 2022 – January 2024

Assistant Manager ALKEM LABORATORIES LTD., PATNA, INDIA

- Established monthly goals, communicating priorities to staff and closely tracking progress to achieve success.
- Supervised and delegated tasks to employees to meet key productivity targets.
- Helped less experienced staff manage daily assignments.
- Maintained positive, professional working environment to optimise staff and customer satisfaction.
- Helped senior management plan and carry out daily operations and meet key objectives.

December 2020 - March 2022

Billing Coordinator ALKEM LABORATORIES LTD., PATNA, INDIA

- * Input details into accounts and tracked payments.
- * Monitored past due accounts and pursued collections on outstanding invoices.
- * Processed invoice payments and recorded information in account database.
- * Balanced reports and batch summaries to submit for approval.
- * Investigated and resolved issues to maintain billing accuracy.
- * Reported past due payments to collections department.
- * Completed documentation, reports and spreadsheets of financial information.
- * Input payment history and other financial data to keep customer accounts up-to-date in system.
- * Processed and sent invoices, adjustment and credit memos to customers.

EDUCATION

January 2017 - January 2020

GRADUATE BBM

A.N.COLLEGE, PATNA, Patna