

JOVIN GONSALVES



Personal Details:

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 AECS Layout C block,
560068 - Bengaluru

 November 17th, 1994

Strengths:

- Resolves in-depth queries in a methodical manner to find appropriate resolutions.
- Hardworking with positive attitude.
 - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.

Technical Skills:

- Well versed in MS Office.
- Working knowledge of Oracle R12

Extracurricular Activities:

- State Divisions level football player.
- Divisions Badminton & Cricket player.

Hobbies/Interests:

- Listening to Music.
- Sports – Cricket, Football & Badminton.
- Driving and Riding.

Languages:

English, Hindi, Kannada.

Objective:

Seeking an opportunity where I could maximize my skills and potential for organizational goals and also to obtain career growth.

Work Experience:

Process Associate- Accounts Receivable

Dec 2017 - Present

LKQ INDIA PVT LTD

Roles and Responsibilities:

- Working on Cash Application process in Oracle R12.
- Applying payments received from customer on time to correct customer account.
- Processing/applying Wire payments, Credit card payments, Checks (Lock-box & BOA checks), Remote Deposit and ACH payments based on customer remittance copy or e-mail confirmation.
- Working on Open key tool to auto match the payments (i.e., Lock-box and BOA-Checks).
- Working with collection and reconciliation team to reduce aging.
- Preparing minutes of the meeting (MOM) and addressing the same to business owners and to the team.
- Handling Debit Memo's, Credit Memo's and Intercompany payments.
- Processing Write off, bank Charges and Late payment charges upon the approval from the collectors.
- Training of new hires and team members according to process requirements.
- Updating cash sheet received from various location drivers.
- Doing Credit Card Merchant Balancing (Reconciling our report and Client report i.e., BANK OF AMERICA merchant services).
- Consistently handling customer query and escalations with reference to Cash Application.
- Reconciliation of A&A Stores (USA).
- Making calls to store supervisors to make sure they have deposited right amount to the bank.
- Preparation of reports in regards with daily and weekly.
- Daily allocation of work or the inflow and coordinate the same with the team for the status of completion.
- Coordinate with the customers regarding to the payment details and updating their books of accounts.
- Sending emails to the customers to clear Unapplied.
- Internal Auditing for sub team.

Achievements:

- Recognized as the star of the month of June 2019.
- Received an extra miler award.
- Part of the best team of the year 2018.
- Corporate Cricket Team winners 2018/19.

Educational Qualifications:

- MBA in Finance graduate from Visvesvaraya Technological University the year 2017.
- B.com graduate from Kuvempu University in the year 2015.

Declaration:

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

Date:

Place:

(Jovin J A Gonsalves)