

# Deepam Jyoti Nanda



**Contact No:** +916370980287

**Email:** deepamjyoti.nanda@gmail.com

**Address:** B-183, BDA HIG DUPLEX COLONY, AT/PO- BARAMUNDA, Bhubaneswar – 751003

**Educational Qualification:** MBA (Dual Specialisation: Finance & Marketing) and LLB, with certificates of completion of professional courses from NIIT.

- Post-graduation in Business Administration with specialisation in Finance & Marketing, from Utkal University, in 2005, with **1<sup>st</sup> Division**.
- Bachelors in Law (LLB) from Utkal University Law College in 2010.
- Completion of **Swift Tally ERP 9 with GST in 2020 from NIIT (Excellent performance-Grade A+)**
- Honours Diploma in Network Centred Computing from NIIT in 2000.
- Office 2000 fundamentals from NIIT in 2000.

**Professional Experience:** Around 11 years, with current engagement in Sales and major experience in field of Accounts & Finance in Electricity Distribution and Customer Service & Documentation Audit in Telecom organisations.

**M/S Jincee India Pvt. Ltd, as SALES OFFICER from 1<sup>st</sup> Oct 2020 till date:** Currently engaged in sales of lubricants for two-wheeler motor vehicles through direct and indirect Sales Channels. Territory: Bhubaneswar.

Achievement of monthly Sales Target through:

- Extensive cold calls to garage owners, on a daily basis, for lead generation.
- Conversion of leads to orders through repeat calls and query resolution.
- Order fulfilment through the designated dealers.
- Referral Sales: Lead generation through references collected from garage and other shop owners.

**M/S FEEDBACK Energy Distribution Co. Ltd (FEDCO), as EXECUTIVE (OPERATIONS) from 26th September 2016 to 31st Oct 2019**

## **1. Arrear Recovery Supervisor: 15<sup>th</sup> May 2017 – 31<sup>st</sup> Oct 2019**

**Arrear Bill collection:** 100% achievement of assigned target, month-on-month.

- Monthly and daily target distribution and priority list assignment to team members.
- Route planning for team members.
- Daily field visit and support team members in convincing customers for clearing arrear bills.
- Periodic DC drive (electric supply disconnection) for consumers with long pending dues
- Daily monitoring of target achievement by team members and review of commitment list.
- Day-end arrear collection deposit with Cash Collection Assistant.
- Reconciliation of MR with collection deposited by team members.
- Daily reporting of day-end arrear collection to Management Team.
- Ensuring achievement of stretched targets during Mini March or high priority months.
- Additionally, post highly severe cyclone, Foni, have supervised and ensured that electric pole resurrection activity of our division is completed, in war footing basis.

## **2. Finance Executive: 26<sup>th</sup> Sept 2016 – 14<sup>th</sup> May 2017**

**Managing Bill Collection Executives and Meter Readers:**

- Target Setting and daily Collection follow-ups
- Day end Money Receipt reconciliation with the Cash/ Cheque collected.

**Bank Deposit & Reconciliation:**

- Timely deposit of Consumer Bill Collections in bank.
- Monthly reconciliation between Collection register and bank scroll.

**Bill revision and mis-posting management:**

- Handling consumer complaints regarding Bill disputes.
- Correction of mis-posting of payments, if any.
- Revision and re-issue of bills of consumers.

**Stub entry:**

- Entry of Bill Collections in the Software/SAP on a daily basis.
- Maintain and Manage Expenditure voucher.
- Daily and Monthly MIS sharing with Management Team.

**M/S Hotel Subh International as Store Manager from 5<sup>th</sup> January 2015 till 23<sup>rd</sup> September 2016**

**1. Store & Accounts Manager: Inventory Management, Cash Handling, Admin Supervision, Front Office Management**

- Procurement of requisite materials: Ensuring minimum level of inventory for kitchen and other requirements of hotel.
- Warehouse/ Store management
- Order Entry and dispatch management. Reconciliation between procurement and spend of materials.
- Cash handling: Sole responsibility of reconciliation of cash received at front office with the daily spend and reporting the same to the Manager.
- Attendance and housekeeping supervision.
- Additional responsibility of handling front office during shrinkages & absenteeism.

**M/S Gayatree Docutechs Pvt Ltd from 2<sup>nd</sup> August 2010 till 30<sup>th</sup> September 2014 (For M/S IDEA CELLULAR LIMITED Process)**

**1. Customer Enrolment Form (CEF) Audit & TERM Submission:**

**as CEF Audit Supervisor : January 2012 to May 2014.**  
**as CEF Audit Executive : January 2011 to December 2011.**

- Ensuring, each and every CEF, sent by channel partners is 100% compliant to the guideline laid down by TERM (Telecom Enforcement Resource and Monitoring) Cell.
- Daily co-ordination with channel partner, outbound tele-calling team, and Activation Officers, on CEF logistics and rejected CEFs.
- Scanning and warehousing of compliant-CEFs, within timeline, set by client.
- Timely submission of photocopy of TERM Sample to the client and TERM Cell.
- Supervising and managing a team of 8 L2 Auditors, 5 L3 Auditors and 5 TERM Auditors.
- Training new auditors on TERM CEF Compliance Guidelines.
- Reconciliation of Control Sheets and circulation of daily MIS to client.
- Monthly and Quarterly Business Review with client.

**2. Executive (Office Administration): August 2010 till December 2010**

- Maintenance of daily attendance of all employees.
- Daily maintenance and monitoring of cleanliness of the office.
- Ensuring that security and safety is maintained in the office.
- Roistering of auditors, data entry operators and other office assistants and job assignment.
- Maintaining of leave register.
- Preparing of monthly payroll and ensure disbursement of Salary.

**Personal Details:** Quick Learner, Adaptable, Persuasive, Hardworking performer, with a "never-say-no to work" attitude.

**Father's Name** : Mr. Banshidhar Nanda.  
**Date of Birth** : 14th March 1979.  
**Gender** : Male.  
**Marital Status** : Married.  
**Nationality** : Indian.  
**Languages known** : English, Oriya and Hindi.  
**Salary** : Best remuneration package drawn: Rs.2.1 lakhs per annum, excluding allowances and incentives.  
**Salary Expectation:** Negotiable.

**Date:**

**Signature**