

Arveen Parshotam

PROFILE

Aspiring to work in a professionally managed environment. Where I intend to prove myself through my active skills & hard working capabilities. In aiding the achievements of the organization vision and mission and grow with the organization.

WORK EXPERIENCE

Pakistan Oxygen Ltd (Formerly Linde Pakistan Ltd – The Linde Group) Accounts Receivable Officer

- Posting incoming payments in system on daily basis.
- Deposit Cash and Cheques in Bank on daily basis.
- Managing Cash Sales of walk in customers.
- Adjust Withholding challans of customers in system.
- Prepare Aging Report of customers on monthly basis.
- Review and reconcile discrepancies while postings entries in SAP.
- Prepare Sales and Collection summary on daily, weekly and monthly basis.

Pakistan Oxygen Ltd (Formerly Linde Pakistan Ltd – The Linde Group) Customer Services Officer

- Managing processes of Customer Services, Complaint Management and to maintain complete track of customer ledgers.
- Maintain complete record of Company Assets Management. Create sales orders, raise invoices and post credit notes in system.
- Manage complete process of Security Deposit from receiving to refund
- Arrange Delivers for credit customers and share delivery schedule on daily basis. Follow up with customers regarding outstanding payments.
- Analyse and provide various management reports to auditors and management as per requirement and need.
- Prepare Job Aids & SOPs for departments. Arrange training sessions for new employees regarding credit to cash & order to cash activities.

0337-0363932

NIC: 42301-6615468-5

arwinparshotam@gmail.com

DOB: 21-Sep-1994

EDUCATION

Mechanical Electric Engg Diploma

Training from “K.P.T”

H.S.C Intermediate

Pre-Engineering from
SSAT Degree College 2014

S.S.C Matriculation

(Science Group) from
“Trinity Private School” 2012

SKILLS

M.S. Office □□□□□□□□

Resourceful □□□□□□□□

Engineering □□□□□□□□

Research □□□□□□□□

Administrative □□□□□□□□

Planning □□□□□□□□

Company | Nestle Pvt Ltd

Position| As an Assistant Accountant

Responsibilities:

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing purchase orders
- Recording office expenditures and ensuring these expenses are within the set budget
- Posting daily receipts.

Company | Asia Insurances Pvt Ltd.

Position | As an Under-writer

Responsibilities:

- Collecting background information and assessments of risk
- Analyzing statistical data using specialist computer programmers
- Writing quotes and negotiating the terms with brokers and clients
- Determining premiums
- Preparing insurance policy terms and conditions
- Using oracle software for all the policy process.

Sales Executive Call-Center Experience:

- 1 year worked in 'Global Com Solution' as a agent for L-I Campaign.
- 1 year worked in 'AUA Solution' for Lead Generation Campaign.
- 6 month worked in 'Sybrid (Pvt) Ltd' for Energy Campaign.
- 8 months worked in Canadian Immigration Services.

INTERNSHIP AND TRAINING PROGRAM

Mechanical Electric Engineering training from KPT since 2015
(Mechanical electricians are responsible for inspecting, installing, Maintaining and replacing electrical systems on boats, ships and other vessels.)

Core Trainings

- Conducted electrical circuit testing for safety and functionality.
- Performed various workshop and field tasks as required.
- Work on all kinds of ships, from ferries, cargo ships and overcraft to cruise liners.