



# Mynu K Alex

## Manager-Accounts Receivables

Conventional and highly professional with 9+ years proven experience in Accounts Receivable Management and supervision of 24 credit team responsible for collections and customer billing queries .Strong expertise in maintaining credit limits and Turn Around Time of customers.



mynualex@gmail.com



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Kolarickal House, Near Vaduthala Bridge, Vaduthala, Kochi-682023, Ernakulam, India

## SKILLS

Prompt & Accurate

Time Management

Knowledge in Book Keeping software

Anticipate problem and initiate proactive measures

Accountability

SAP-FICO

Interpersonal Relationship

Staff Management in a supportive and participative way

Good Verbal & Written Communication

Problem Solving & Decision Making

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Full Professional Proficiency

Tamil  
Professional Working Proficiency

Malayalam  
Native or Bilingual Proficiency

## WORK EXPERIENCE

### Manager-Accounts Receivables Lourdes Hospital

05/2013 – Present

Ernakulam

*Achievements/Tasks*

- Managing the Accounts Receivables
- Analyzing aging reports and payment trends.
- Verification & Authorization of Credit Bill.
- Setting Standard Payment TAT (Turn Around Time) for Customers
- Analyzing aging reports and payment trends. for evaluating creditworthiness.
- Agreement creation with new customers
- Providing Management with visibility and awareness of accounts receivable status.

Contact: Mr.Rajagopal V – 09846051178

### Accounts Executive Elite Foods Pvt Ltd

11/2008 – 01/2012

Ernakulam

*Achievements/Tasks*

- Fund Management
- Well versed with SAP FICO
- Preparing Fund Flow statement
- Coordinating with head office for Inter-company & Bank Reconciliation

Contact: Ms.Shiny – 09846059477

## CERTIFICATES

ERP,Ms Office, Excel.

## ACHIEVEMENTS

Successful in collection of long term debts from Customers.Empanelled more customers for providing Cashless facility, Saved time and effort by implementing new customer dealing techniques in the department

## PROJECT DONE -MBA

1.A Study on Organization and Financial Performance -Hindustan Insecticides Ltd,Udyogamandal 2.Inventory Management-Travancore Cochin Chemicals, Eloor

## EDUCATION

### MBA-Finance & Marketing Anna University-76%

06/2006 – 06/2008

Maharajas Engineering College -Tamil Nadu

### ICWA-Inter ICWAI-Cochin Chapter

06/2008 – 12/2010

Cochin Chapter