

MAHESH S.PATIL

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PROFILE

17 years of hands-on experience in full life cycle of Commercial & CFA operations, Claim settlement, Budgeting, MIS, Handling sales accounting, Monthly provision, Reconciliation, Debtors control (Accounts Receivable), Logistic, Petty cash handling and Depot Audit. SAP.

WORK EXPERIENCE

- ♦ **Working with The Good Stuff Pvt. Ltd. (Formerly known as Global Consumer Products Pvt. Ltd.) as a Regional Commercial Executive for West & North Region (November 2018 till date)**

JOB PROFILE: -

- **Reporting to CFO-Finance for Day to Day Commercial activity.**
- **Carrying out various commercial activities effectively such as :**
 - Timely and accurately processing of Vendor / Distributors Claims & Manpower salary Claims
 - Full & Final of exiting distributor & Processing the new DB code
 - Damage Stock credit notes & distraction
 - Physical Verification of Stocks at CFA level
 - Obtaining NIL claim certificate on a quarterly basis
 - Secondary freight cost analyzing
- **Generating routine MIS for day to day business decisions :**
 - Payment updating & Bank Reco PAN India
 - Market Return (Saleable / Non Saleable)
 - Claims Processing
 - Distributor Claim Status updating
 - Daily Invoice Tracking report
 - Outstanding Collection report
 - Monitor the daily outstanding for better utilization of cash flow
 - Petty Cash booking
 - Ensuring the sales team is provided/supported with adequate & time bound response
 - Pro-Actively initiating report / MIS on as and when basis on critical / important business matters.
- **Regularly coordinating with the CFAs across the region to ensure the following:**
 - Stacking Norms, Cold room Temperature monitoring, FMFO following,
 - Ensuring the safety & safe keeping of the respective warehouses & staffs by implementing necessary SOPs & reporting. Ensuring Safety norms are been followed at all the warehouses
 - Managing & Controlling Warehouse Operations of respective locations.
 - Secondary Logistics (CFA to Distributor Point) should be done as per agreed timelines
- **Following Audits are to be done on a quarterly basis:**
 - CFA VISIT, MARKET VISIT, DISTRIBUTORS VISIT

♦ **Worked with Emami Ltd. as a Sr. Executive *from Sept 2001 to Nov 2018.***
JOB PROFILE: -

- Played major role to built-up the Commercial Division along with other team member in West Region.
- Checking and processing distributor's credit notes as per company policies & circular with cut of time. Credit notes likes secondary scheme, window display, EARN Scheme, Milaap, Coupon scheme etc.
- Calculation of Quarterly Field force & Distributors Incentive as per Scheme circular
- Conducting quarterly Audit at all depot to ensure Physical stock verification with book stocks and other depot activities
- Monitoring of Field force/MR expenses, Depot expenses & review actual vs budgets
- Preparing month wise secondary provision, field force travel provision, provision of depot expenses
- Regular review of depot operation through MIS, daily close co-ordination with depot to ensure all the company policies are followed
- Responsible for all debtors' reconciliation & debtors ageing. Regularly follow-up on collection of NPC/DBC from customers.
- Put a time line for processing claims. Planning & Follow up on claims as per circular timelines. Maintain claims tracker Depot wise & update ASM on pending claims.
- Regularly follow-up with sales team on slow moving & non-moving inventories.
- Regular monitoring and follow-up on closed party with sales team for F & F
- Maintain Accuracy of provisioning (monthly and annual) & Settlement and closure of provisions (year-end)
- Over all co-ordination with Area Sales Managers and Area sales Coordinators team of West region for preparation of MIS like Secondary Scheme, Display, EARN Scheme etc.
- To keep review on Outreach Implementation Process (Outreach is a Secondary Software implemented at Distributors Place)

♦ **Worked with M/s. *Mother Dairy Fruit & Vegetable Pvt. Ltd.* as a Jr. Commercial Executive *from April 2007 to Sept 2011.***

JOB PROFILE: -

- Working effectively on SAP since 1 August 2008, prior to that worked in Citrix.
- Generation /Reversal and Knocking off Invoices, Pay in Slip and Payment.
- Preparing and analyzing the operational report for identifying the focus areas such as Stock Ageing, MRP, Redressing Material, POP & Promo Stock, and Crates transaction.
- Checking and submitting T.E Claims, PSR Claims, Octroi-APMC, and CFA & Vendors Bills as per Company Policy.
- Checking Distributor's Secondary Claims as per budget and submission of credit notes within the specified time period.
- Provision & Budget working.
- Interest on Security Deposit & Verify the security deposits received from distributors as per policy.
- Analyses inventory ageing report & taking the plan from Sales Team for >90 days inventory.
- Stock Comparison for all Depots.

- Auditing the physical stock of depots and making the Stock Audit Report on monthly basis.
- As per Audit Report stock conversion and updation in system with help of HO.
- Variance analysis & debiting CFA with the shortage.
- Monitoring CFA operations of receipt & storage, inventory control and monitoring inbound and outbound logistics and distribution management in SAP.
- Monitoring and analyzing the loss in transit and undertaking measures to control the same in coordination with HO commercial team.
- Co-ordination with Octroi and APMC department for timely clearance of vehicles for Mumbai
- CFA & Vendors Payment tracker and reconciliation on quarterly basis
- Responsible for taking the NDC from Distributors, CFA, Vendors and employees.
- F & F of Distributors with efficient follow up with HO.
- Follow up for master updating in SAP with Head Office Sap team.
- Supporting to CFA's regarding system related problems timely updation of price, product code, scheme, ASM, TSI mapping, STN, Tin No. etc. with the help of SAP team and HO.
- Effective coordination with the CFA for immediate deliveries as per the sales orders.
- Monthly Discussion with CFA and Sales Team on routine issues.
- Maintained cordial relationship with external vendors as well as with colleagues for smooth operational process.
- Reporting to Regional Commercial Manager for Day to Day Commercial activity.

♦ ***Worked at "S.S.Shetty & Associates, Andheri (E) as Office Assistant from 26th September 2005 to 13th April 2007.***

JOB PROFILE:-

- Attending the Calls
- Data Entry of Sales and Purchase
- Filling and Submitting the Returns (Income and Sales Tax)
- Submitting the Form for 'PANCARD' on behalf of Client.
- Follow up the payment

♦ ***Worked at "I.B.P.S.(INSTITUTE OF BANKING PERSONNEL SELECTION) at Kandivali (E) as Operating Assistant from 2nd September 2004 to 4th July 2005.***

JOB PROFILE: -

- Scanning and Proving
 - Data Entries
 - Audit Report
 - Checking the Call letters on Printing Machine.
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EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

- Pursuing PGDM (Finance Management) From Welingkar Distance Education.
- Bachelor's Degree in Commerce (B. COM) *March'2004*
K. M. College of commerce – Mumbai University.
Secured passed Class
- Board of Higher Secondary (H.S.C.) *March'2001*
Esplanade Jr. College of commerce – Mumbai University.
Secured passed Class.
- Secondary School Certificate (S.S.C.) *March'1999*
Kandivali Mun. Sec. high school.
Secured passed Class

COMPUTER PROFICIENCY & LITERACY

- ◆ Passed Maharashtra state Certificate in Information Technology (MSCIT).
- ◆ Completed Computer Course in Windows-MS office, (Word, Excel, Power Point), Tally
- ◆ SAP Operation (SD Module)

HOBBIES

- ◆ Drawing, Reading, Playing Cricket

PERSONAL DETAILS

Date of Birth : 14th November 1981
Gender : Male.
Nationality : Indian.
Languages Known : English, Hindi, and Marathi.

(Mahesh Sadu Patil)