Desai Deepak Shivaji

0-107, Chandresh Oasis CHS Mob. No. 91673 89499

Lodha Heavan, Nilje

Dombivali East, 421204

## WORK EXPERIENCE (June’19 – till date)

Working currently as Accounts Executive at **Varun Beverages Ltd (PepsiCo India)**

**Key Responsibilities**

* Distributors Account Reconciliation: - Printing of C/N & D/N raised on Distributors and send it to them. Distributor’s reconciliations and resolution of queries with the help of HOS/CM.Claim settlement and all receivable account handle.
* Distributors GST working.
* Daily Basis Bank Receipt check.
* Physical custody and control of Bank Guarantees postdated cheques received from Distributor.
* Preparing Distributors Rate MRP, TM, DM.
* Worked with EDP Team For Scheme.
* Preparing Distributors Wise CPC (Scheme, Discount, And Other Support Expenses)
* Handling External Audit.

**Preparation of Mis report**.

* Monthly Sales Report send to HO
* Preparing Quarterly A&M Expenses.
* Track exposure and advance of high risk Distributors for recovery.
* Preparing Distributors Wise OSP.
* Analyses Budgeted vs actual cost.

## Worked with PepsiCo India Holding Pvt Ltd as Accounts Consultant Sep’2010 TO MAY 2019

**Key Responsibilities:**

* Product Pricing – Analysis & updation of Product Pricing, Trade Margin & Distributor Margins by Territory/Customer in SAP.
* Distributor management & Reconciliations-
	+ Opening New Code for Distributors & Key Accounts
	+ Resolving Distributor claim related Exception
* Verification of Market Place Spending & ensuring adherence to Authority Matrix for same – Discount, Promotions & Support.
* Trimester Roll Up – Distributor –wise Glass Float & A/R Limit Analysis & Timely updation in SAP

Team Leader of Central Claims Cell with PepsiCo India Holdings Pvt. Ltd. and reporting to Finance Executive, Maharashtra. **(June, 2008 to Aug, 2010)**

**Claim Processing:**

* Verification of Distributors Claims as per the Company’s SOPs (Claims include Claims for Discount, Distributor Support, Freight, Octroi, GST, Stock Loss, A&M)
* Coordinating with Distributor/CE/ADC/TDM for claims issue resolution.
* Providing on the job coaching and training to Distributors/CEs/ADCs on claims processing viz proper documentation.
* Updating pack wise Fixed/Variable Discount MIS on a regular basis for SAM/UM review.
* Preparing all types of reports/MIS required by SAM/SAC.
* Monitoring & tracking of Distributors’ claim status & highlighting delay in claim submission to TDM

**Monthly Closing:**

* Preparing the claims credit summary at the Month-End & tallying the same to SAP.
* Trade spend Analysis, Reporting of Territory wise trade spends on weekly basis
* ROI Calculation for Distributors
* Basis the above, preparing the TDM-Wise pending Provision file for Discount & Distributor Support & tallying the same to SAP.
* Preparing the Discount & Distributor Support Provision Summary File by collating the distributor wise Provision received from the TDM.
* Preparing the COC for variance v/s AOP and reporting the same to SAM/SAC.

**Distributor Reconciliation:**

* Handling Distributor Reconciliation for MAH TDM Territory
* Resolving the Distributor Reconciliation issues (Glass & AR), by coordinating with SAC/SAM and TDM.

## Worked with Subiksha from Mar’2007 to May’2008

* Monitoring of daily basis stocks
* Purchased and maintained stocks records
* Help and support the store manager on daily basis in various MIS and other daily activities
* Responsible for daily cash collections and deposit and maintained cash register.
* Help and support accounts executive in vendor reconciliation.

## Computer Awareness

* Working knowledge of SAP. Transactions known – Order Processing, Claim Processing, and Pricing.
* Functional Knowledge of MPSND/ASDOS, a software, used for Direct Sale operations
* Proficient in working on MSOffice (viz. MS Word, MS Excel and PowerPoint)

## PERSONAL DETAILS

Name : Deepak S. Desai

Date of Birth : 22nd Jan, 1981

Nationality : Indian

Languages Known : English, Hindi and Marathi

Status : Married, Male

Qualification : Diploma in Finance management

Email ID : Deepak.desai121@gmail.com