

Robert Justin

ACCOUNTS RECEIVABLE

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SUMMARY

Accomplished Over 8 years of experience in the service sector with multinational brands, Worked with leading FMCG company in the UK as Accounts Receivable & Payable Executive at Nestle Food Distribution. Proven Excellent track record in client servicing and customer support with an ability to relate with people at all levels. Looking Forward to sharing my skills and knowledge to achieve corporate goals in a challenging environment.

SKILLS

- Financial Records & Reporting
- Accounts Receivable
- Executive Team Leadership
- Process Improvement
- Client/Vendor Relationship
- Strong Negotiation Skills
- Relationship Building
- Interpersonal Skills
- Billing & Collections
- Spreadsheets & Journal Entries
- Customer Communications

EXPERIENCE

Accounts Receivable Executive

Nestle Food Distribution L.L.C *Mar 2012 - Aug 2012*

- Customer payment analysis, tracking & updating daily cash deposits & report,
- Processing Credit Applications & Credit Limits.
- Monitor customer account details for non-payments, delayed payments & other irregularities.
- Review AR aging to ensure compliance.
- Maintain accounts receivable customer files & records
- HHD Receipts checking & confirmation on daily basis in FMCG
- Conversion of PDC cheques
- Follow established procedures for processing receipts etc.
- Opening & blocking of Cash Van Customers.

Accounts Receivable / Payable & Customer Support

Walkers Food Manufacturer *Sep 2012 - May 2019*

- Enhance brand awareness and customer satisfaction through prompt deliveries, stock allocation, prioritization of deliveries to improve quality of service.
- Evaluate orders, pricing, picking, packing and dispatch of goods; optimize utilization of space and schedule delivery vehicles based on Route Map.
- Train the team members on usage of Van Sales Automation and computerized systems for efficient operations of customer deliveries.
- Provide weekly reports and inputs for the Sales & Marketing teams towards their Sales Planning and Inventory Planning activities.
- Submit monthly status reports for the senior leadership team and

other stakeholders to enable effective decision making.

Sales & Marketing Executive

PepsiCo Foods *Apr 2002 - Dec 2003*

- Maintain regular interaction with the senior management and other stakeholders to ensure smooth functioning of day to day business operations.
- Suggested new incentive plans to motivate store keepers and warehouse force in efficient as well as cost effective management of inbound/ outbound materials.
- Collaborated with other departments in integration of logistics with business systems or processes encompassing customer sales, order management, accounting or shipping.
- Planned, organized, implemented and controlled operations within the warehouse in conjunction with customer demands to retain the Brand Image.

EDUCATION

Masters in Business Administration (Finance)

University of California, Los Angeles *May 2009 - Jun 2011*

Bachelors in Commerce

Purdue University, West Lafayette *Jul 1999 - Jul 2002*

Diploma in Financial Accounting

CFA Institute - New York *Jun 2010 - Aug 2010*

LANGUAGES

English



Arabic



French



Germany



AWARDS

Best Performance of the year award

Nestle Food L.L.C. *2013-12-10*

Best Employee of the year award

Walkers Food L.L.C. *2012-06-25*

Young Achiever

PepsiCo Foods, UK *2002-03-14*

PERSONAL SKILLS

Communication



Taking



Positive Attitude



Responsibility



Follow-up Skills



Listening Skills



Independent

