



NAME:- NARENDRA PARSHURAM KADAM

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OBJECTIVE

Looking for new opportunities to gain my knowledge in the field of accounts and also want to upgrade my skills to stay upwards in my role.

EXPERIENCE

- **Employer:- Sar Transport System Pvt Ltd**

- Job title:- Accounts Executive
- Employee tenure:- 07 June 2021
- Employment status :- Present

As an Accounts Executive i am working in accounts payable team. My role is to perform day to day accounting like verification and booking of liner and vendors invoices in the ERP, Processing payment to liners and vendors, posting bank payment entries, preparation of Cheques on daily basis, bank reconciliation & vendors reconciliation. Preparation of vendors outstanding reports, coordination with liners and vendors for outstanding and any invoice discrepancies, Preparation of weekly MIS report and etc.

Employer:- Sundaram Business Services Ltd

- Job title:- Accounts Payable Associate
- Employment tenure :- June 2019 to June 2021
- As a associate I have two years of work experience in accounts payable process. My task includes verification of invoices and supporting documents, Processing of employees reimbursement, utility bills, Office expenses and fixed assets claims . Posting journal entries, quality analysis, working in Oracle for doing rectification of entries and etc.

Education -

Bachelor of Commerce : (MUMBAI UNIVERSITY) (70%) 2018

12th HSC: Saket college (70%)

10th SSC: Pawshe Marathi Vidyalay (74%)

Date of Birth: 4th January 1998

SKILLS -

- MS-WORD, MS-EXCEL, LOTUS NOTE, ORACLE, Cargo wise
- Vendor Management
- Accounting
- GST/TDS
- Employee reimbursement
- Invoice processing
- Petty cash
- MS-Power BI
- SAP FICO

Achievements –

I have received RNR (Employee of the month) three times during my service with Sundaram Business Services.

Certification –

KPMG Imarticus Financial Analysis Prodegree.

Microsoft Excel (Chat-GPT in excel)