**E-mail:** [**karnrishi448@gmail.com**](mailto:karnrishi448@gmail.com)

**Phone: +91-8160851645**

**+91-7228926542**

To,

The Manager (HR)

Subject: - Application for being associate with your esteemed Organization.

Dear Sir/Madam,

This is to express my keen interest in joining your esteemed organization. I am a Commerce Graduate, with having 5 year and 05 months work experience as an Account Executive, and overall 8 years of total work experience(Both experience encluded). During the work, **I executed day to day accounting, Accounts Payale, invoice verification and processing over 20 po & non po invoice daily in SAP, vendor data management, vendor’s reconciliations, weekly payment report, month wise provision and Co-ordination with all departments concerned on a pro-active basis to ensure timely and accurate closure.** I believe in striving hard, having a positive attitude, very patience, attaining organizational and personal goals by delivering results with earnest dedication.

I understand that your organization values initiative, teamwork, competitive excellence, innovation provides an exciting work environment to apply my skills through various assignments. I believe that I will be able to live up to your expectations.

I shall feel obliged if you can kindly consider my candidature for the ***post vacant*** in your Organisation.Willing to work anywhere in India.

Thanking You

Yours Truly

Rishi kumar karn

**(Encl: Resume)**

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A dedicated & knowledgeable professional, targeting & challenging new opportunities in **Accounts**  domain. *Seeking a career* *in* ***Manufacturing / Service /FMCG*** *industry*, that offers an opportunity to enhance skills while getting a high level of satisfaction and recognition.

**Location Preference**: Anywhere in India

**Current CTC**: 4.20Lacs

**PROFILE SNAPSHOT**

* A competent professional with **5 year 05 months** of experience as full time Accounts Executive .
* Proficient at managing accounts of day-to-day activities,maintaining records, accounts paybles & Receivables.
* Comprehensive knowledge of daily operations and administration in the accounts domain.
* An eye for detail, excellent logical, mathematical & analytical skills; expertise in prioritizing workload and multi-tasking; flexible to changing priorities.

**CORE COMPETENCIES**

* Accounting
* Accounts Payales
* Accounts Receivables
* Cash Management & Petty-cash maintenance
* Reconciliation
* Vendor creation

**ORGANISATIONAL EXPERIENCE**

**Maxxis Rubber India Pvt. Ltd., Sanand (Executive)Finance &Account Dept. From 06May2019 to Countinue….**

* Review & processing over 20 invoices daily through SAP.
* Matching invoices and setting up same for the payments.
* Preparing accounts payable cheques and processing the same through net transfers.
* Reconciliation of the payments and monitor accounts to ensure payments are made up to date and resolve any discrepancies.
* Maintaining vendor files and maintaining the same.
* Working on the enquiries of vendors and providing them with necessary details.
* Preparing monthly provisions and assisting in month end closing.
* Assists auditors for the purpose of providing support and documentation on internal processes for accounts payable and receivable.
* Compiling financial information related to work for providing necessary documentation and information to the vendors.
* Employees Reimbursement and patty cash advance
* Knowledge of GST and TDS.
  + **Concorde Motors(Bengaluru),** as Accounts Assistant (5th oct 2016 to 20th feb 2019.)

***Accountabilities*:**

* Maintaining books of accounts payable, Entries, Forwarding to payment Department, Vendor account reconciliations.
* Maintaining books of accounts receivables, Entries, Debtors account reconciliations.
* Cash management like maintenance of petty-cash, expenses reimurshment, deduction, expenses booking,BRS.
  + **Aquarius Marine Service (Ahmedabad),** as an office assistant (Dec 2014 – Sep 2016)

***Accountabilities*:**

* Day to day Accounting like preparing voucher, Expenses booking.Accounts Payables, record maintenance and AP Reconciliation.
* Accounts Receivables, records maintenance and Reconciliation.
* Bank Account maintenance, Online payment and Reconciliation.

**ccounting,**

**COMPUTER SKILLS**

* MS-Excel Tools, MS-Word .
* Exposure of work in **SAP**.
* Comfortable with working in LAN and Network Environment.

**ACADEMIC DETAILS**

* **B.Com:** (Accountancy and Finance), (2010) from LNM University, Darbhanga with 57.50 **%** marks.
* **Senior Secondary:** (2007) from B.I.E.C. Patna with **58.5 %** marks.
* **Secondary**: (2005) from B.S.E.B. Patna with 52.5 % marks.

**PERSONAL DETAILS**

**Father’s Name** : Birendra Lal Karn

**Date of Birth** : 03rd April, 1990

**Address** : Room no-C33 Harsh nagar society D cabin Sabarmati Ahmedabad-380019.

**Gender** : Male

**Nationality** : Indian

**Marital Status** : Unmarried

**Languages Known** : English, Hindi

**Hobbies** : Reading Books, Travelling & Cooking.

**Strengths** : Opportunity Explorer, patient , Quick learner, hard working, flexible and supportive.