

RESUME

NAVEEN KUMAR

Account Executive



(91) 8105496572, 9380254733



naveenvkumar7566@gmail.com

OBJECTIVE:

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

PROFILESUMMARY:

- Having 2 years of Experience in Finance and Accounting
- Interpersonal skills, including written and oral communication skills
- Proficient in Microsoft Excel, Word, and Power Point
- Skilled in managing outstanding invoices to reduce payment time Eager to fulfil role of increased responsibility to add value to dynamic accounting team
- Ambitious Accounting Assistant demonstrating strong background in employee expense management and vendor relations
- Preparing Monthly reports on time basis (Sales, Contribution, Penetration and Budget & Scheme) etc...
- Streamlined analyses of financial data, increasing accuracy of our forecasted revenue projections
- Monitor investments and provide recommendations based on current market trends
- Compiled monthly reports on the company's financial outlook to guide management decision-making

SKILLS:

- Attention to Details
- Effective communication
- Problem Solving
- Analytical ability
- Collaboration
- Data Analysis
- Financial Modelling
- Management Information System

TOOLS USED:

- Tally Prime
- Microsoft Office (Excel, word, Power point)
- Payroll processing
- Advance Excel Vlookup , & Pivot Table

WORK EXPERIENCE:

Role: Account Executive

(14-03-2022 to 31-07-2023)

Company: Damro Furniture Pvt Ltd

- Recording and Maintain the entries of day to day Business transaction Like Sale, purchase Payment Receipts, Debit note , credit note.
- Bank Reconciliation sundry debtor and sundry creditor
- Generating Invoice challan and E way bill in the company software on a day to day basis
- Maintaining records of voucher, invoice Vendors payments etc
- Communication with clients and vendors through phone call or emails.
- GST and TDS Computation
- Making payment through various model like NEFT & RTGS , Cash , Cheques, etc and keeping track
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Month ending all internal branch verification sale , purchase , payment , receipts Ledger tally

- Ensuring Compliance with accounting & tax Laws
- Detailed check about company financial statements and account statements reports for audit purpose on quarterly.
- Develop spreadsheets using Excel, Access, and proprietary finance systems to identify trends and develop forecasts,
- Prepared Monthly and Quarterly reports (Penetration, Contribution, Sales Report, Recanalization Reports, Variance Analysis & Daily Flash Sales reports.
- Book keeping preparation and finalization of account related work in dedicated book keeping software

Role: Junior Accountant

Company: Simhadri real-estate LLP (06-08-2019 to 31-07-2020)

- Maintaining daily basis cash payments, Credit payments and inventory reports
- Maintaining and locating of documents as well as filling them in their corresponding locations.
- Maintaining purchase , sales ,and sales invoice
- Maintaining monthly reports online and offline
- Maintaining Petty cash, cash and bank reconciliation on daily basis
- Maintaining files on daily basis cash payments, LR Copy, Dispatched report.
- Payable Account & Receivable Account
- Bank Reconciliation day to day Payable & Receivable Transaction
- Co-ordinate b/w customer client phone call .

ACADEMIC:

- Completed B. Com from SDC College Mulbagal in (2017)
- Completed P.U.C in Commerce from P U Byaraveshwara Rural College Byarappalli (2012) .
- Completed S.S.L.C Sri Byaraveshwara vidhyanikethana Byarapalli Srinivasapura (T) Kolar (D) in (2010)

ACHIEVEMENT:

- 1st Place in District Valley ball, Runing

PERSONAL DETAILS:

- **Languages Known:** English, Kannada & Telugu
- **Present Address:** 2nd door 3 floor Medahalli near by KR puram
- **Permanent Address:** Gundamanatha (V) Chaldhiganahalli (P) Srinivasapura (T) Kolar (D)

Notice Period: Immediate Joining