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| Hima Bindu B        Summary  Action-orientated Account Executive promoting dynamic customer service, issue resolution and relationship building skills. Bilingual and effective at prioritizing tasks in effort to build strong customer pipeline. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.        Experience    Accounts Executive, 04/2022 - Current  Greet Technologies Pvt Ltd. **-** Bangalore   * Recording the journal entries as per the business scenarios * Managing day to day accounting vouchers such as purchase sales receipts and payments * Preparation bank reconciliation statements on monthly basis * Generation of E-way bill and E-invoicing process through online * Managing Accounts Payable and Accounts Receivables * Preparing cheque, cash and bank vouchers * Preparing GST reports based on (GSTR-1, GSTR-2, GSTR-3B) * Preparing Financial Statements of Corporates such as Balance sheet profit and loss account * Expertise in Tally and Zoho Books software * Trained and mentored new account executives. * Built long-lasting client relationships using strengths in communication and interpersonal relations. * Served as point of contact for assigned client accounts, maintaining client satisfaction and loyalty.         Education    Bachelor of Commerce & Computers, 2013  Emeralds Degree College - Tirupati, AP   * BCom Computers Graduate * Basics of Java and C++, MS office         Languages   |  | | --- | | English, Hindi, Telugu, Tamil : First Language **:** | |  | Contact  **Address** : Attibele, Bangalore - 562107 **Address** : 562107 **Phone** : 8838197415  **Phone** : 8838197415  **Email** : himabinduamlu@gmail.com      Skills   * Vast Knowledge on Accounting * Good Communication Skills * Good Analytical and Problem Solving * Quick Learner |