**HIMANSHI BASRA**

+91 - 9511539710

[**himanshibasra@gmail.com**](mailto:himanshibasra@gmail.com)

**Skills**

* The capability to preserve accurate records and maintain important information to ensure the success of budgeting and planning pursuits.
* Formulating and recording data, as well as crunching digits. Keeping detailed records and maintaining up-to-date information, make informed decisions and achieve your goals more effectively.

**Experience**

**MAY 2021 – Aug 2022**

**Valenta Ai Private Limited, Bangalore – Automation Accountant / Subject Matter Expert**

* Equipping and revamping Data Extraction (ERA)
* Operating and Addressing "client-based version" and monetary information
* The instrument-operated stands Xero and QuickBooks.

**JULY 2019 - AUGUST 2020**

**Accenture Pvt Ltd, Bangalore – Senior Process Associate**

* Project: UPS Logistics and Air Cargo
* The instrument-operated Oracle and R12 (Reconciliation Tool) – Blackline
* R2R and GL Accounting (Reconciling day-to-day, monthly, and annually business)
* Operating and Handling statements for the UK, USA, and other European and Asian Countries

**FEBUARY 2018 - FEBUARY 2019**

**Brickwork India, Bangalore - Account Executive**

* Operating & Addressing "client-based accounts
* Reconciling day-to-day, monthly, and annual commerce processing invoices
* Cash and bank reconciliation by reviewing Daily Transaction Reports and Bank Statements

**Education**

**2014 - 2016**

**School of Business Management, Noida – MBA**

Finance & HR from Noida International University with 8 CGPA

**2008 - 2011**

**NCHMCT, Chandigarh - BSC**

Hotel and Hospitality Administration with the 1st Division.

**2007 - 2008**

**Saint John’s School, Kota – HSE**

Commerce stream under CBSE board with the 1st Division.

**2005 - 2006**

**Saint John’s School, Kota - SSE**

General Subject under CBSE board with the 1st Division.

**Training and Certification**

* Certification in Finance and Accounts and Fundamental procedures in MS Office from NIIT (Affiliated with IFBI)
* Seeking Certified Management Accounting (CMA) lesson from "Miles Education" Bangalore

**Extracurricular Activities**

* Assistance provider on behalf of Hotel Taj for a 5-day Test competition between India and Australia kept at PCA stadium Mohali, Mohali Punjab
* In charge of coordinating Fest of India back in 2015 for Noida International University.
* In 2008, I was the student coordinator for Fest (PARIVARTAN) hosted by Chandigarh group of college.

**Personal Information:**

* Date of Birth: 20 September 1990
* Language Known: English and Hindi

**Declaration**

I affirm that all the details mentioned above are factual and correct to the utmost of my understanding and conviction.

Himanshi Basra