

# Archana Kumari

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## SUMMARY

Versatile professional with over 7 years of international experience in accounting, administration, and supply chain management in the industrial manufacturing, logistics, and retail sectors. Skilled in financial reporting, bank reconciliation, accounts payable and receivable, inventory management, and process improvement. Experienced in using ERP systems (JDE), conducting quality checks, coordinating with different teams, and ensuring efficiency in finance and operations.

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## SKILLS

- Microsoft Office applications
- Computer applications
- SAP accounting tools
- Web intelligence reporting
- Design software proficiency
- JDE and SIMS tools
- Effective communication
- Troubleshooting skills
- Commercial awareness
- Relationship building
- Proper phone etiquette
- Problem solving
- Teamwork and collaboration
- Inventory management
- Financial reporting and analysis
- Bank reconciliation processes
- Customer service excellence
- Invoicing and billing management
- Accounting software expertise
- Relationship's builder
- Proper phone etiquette
- Financial reporting

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## EXPERIENCE

### Career Break – Parental leave

Nov 2023 – Present

Took time off due pregnancy complications and childcare afterwards. Now actively pursuing new roles with renewed motivation and readiness to contribute.

### Accounting Assistant

Quaker Houghton B.V. Netherlands

Aug 2022 – Oct 2023, Uithoorn , Netherlands

- Managed supplier bookings and expense entries using JDE ERP.
- Resolved payment issues, cleared backlogs, and ensured timely processing.
- Maintained up-to-date financial records in compliance with company policy.

### Administrative & Logistics Assistant

Randstad / GXO Logistics, Netherlands

Nov 2020 – July 2022, Fokkerweg, Netherlands

- Investigated stock issues and coordinated resolutions between departments.
- Performed quality checks and documented discrepancies in inventory systems.
- Created detailed inventory maps and maintained Excel-based reporting tools.

### Warehouse & Supply Chain Support

Picnic Netherlands B.V., Netherlands

Aug 2019 – Sept 2020, Amsterdam, Netherlands

- Coordinated with operations team to ensure accurate and timely outbound shipments.
- Organized warehouse storage for improved stock accessibility and efficiency.
- Performed product quality checks and collaborated on restocking strategies.

### Assistant accountant

Mangalam Tires Pvt Ltd.

June 2015 – Aug 2018, Ranchi, India

- Managed accounts receivable, reconciliations, and tax filing processes.
- Prepared and presented financial and budget reports to management.
- Ensured compliance with accounting standards and regulatory requirements.

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## EDUCATION

### Bachelor's in commerce / Account Honors

Ranchi University • Ranchi, India • 2011 – 2014

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## **COURSES & TRAININGS**

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- Google IT Support (Coursera Online), 2022 - Current, Amsterdam, NL
- SAP BO/ BI, Reporting Tool Training (Online), 2018 - 2019, Amsterdam, NL
- Diploma in Computer Application, 2014 - 2015, Ranchi, India
- Tally Software Version ERP 9.0, 2013 - 2014, Ranchi, India

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## **HOBBIES & INTERESTS**

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- Travelling & exploring new places
- Listening to music

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## **LANGUAGES**

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- English
  - Hindi
  - Dutch (A2)
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