

Archana Kumari

📍 Uithoorn, Netherlands ✉️ aryaarchana923@gmail.com ☎️ +31(0)647406048

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.

SKILLS

Accounting & Finance: Financial Reporting & Analysis, Bank Reconciliation, Invoicing & Billing, Accounting Software (SAP, JDE, SIMS)

Administration & Operations: Microsoft Office, Web Intelligence Reporting, Inventory Management, Process Optimization

Technical Tools: Computer Applications, Design Software, ERP Systems, Data Reporting Tools

Professional Skills: Effective Communication, Problem Solving, Troubleshooting, Commercial Awareness, Relationship Building, Teamwork, Customer Service Excellence, Proper Phone Etiquette

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.

EDUCATION

Bachelor's in commerce / Account Honors

Ranchi University • Ranchi, India • 2011 – 2014

COURSES & TRAININGS

- 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

HOBBIES & INTERESTS

- Travelling & exploring new places
 - Listening to music
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LANGUAGES

- English
 - Hindi
 - Dutch (A2)
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