



## Archana Kumari

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### Profile

Motivated professional with more than 6 years of industrial experience in different roles such as Accountant, Shopper and Admin.

### Work experience

- |                      |   |                           |
|----------------------|---|---------------------------|
| Nov 2020 – Current   | <b>Admin (Inventory)</b><br>GXO Logistics through Randstad  | Fokkerweg,<br>Netherlands |
|                      | <ul style="list-style-type: none"><li>▪ Investigate stock related issues using software and tools.</li><li>▪ Perform random quality checks on inventory, reporting any inconsistencies or problems into the system.</li><li>▪ Create detailed chart of item locations and inputted all inventory information into Excel</li></ul>   |                           |
| <hr/>                |   |                           |
| Aug 2019 – Sept 2020 | <b>Shopper</b><br>Picnic Netherlands B.V.   | Amsterdam,<br>Netherlands |
|                      | <ul style="list-style-type: none"><li>▪ Coordinated with various teams for proper outbound order flow</li><li>▪ Organized products in warehouse according to category and size to streamline future shipments.</li><li>▪ Ensured all orders are entered accurately into computer systems so low stock levels can be quickly rectified.</li><li>▪ Collaborate with coordinator for the stock.</li><li>▪ Performed quality checks for all the items and create the reports.</li></ul>   |                           |
| <hr/>                |   |                           |
| June 2015 – Aug 2018 | <b>Assistant accountant</b><br>Mangalam Tires Pvt Ltd.  | Ranchi, India             |
|                      | <ul style="list-style-type: none"><li>▪ Started with assisting accountant and learnt skills by observing their work, contributing, and offering feedback on the processes employed.</li><li>▪ Worked at the company to develop the basic skills and knowledge necessary to pursuing a career in accounting.</li><li>▪ Worked under the certified public accountant head of the department to handle tasks such as accounts receivable.</li><li>▪ Maintained the accounts books, taken care for filling of tax returns and keeping the systems up to date.</li><li>▪ Completed accounting tasks such as contributing to financial reports and maintaining bank reconciliation statements.</li><li>▪ Compiled and presented financial and budget reports.</li></ul> |                           |

## Skills

Technical skills	<ul style="list-style-type: none"><li>▪ Microsoft Office Applications (excel, word, power point etc.)</li><li>▪ Computer Applications</li></ul>	<ul style="list-style-type: none"><li>▪ SAP Accounting Tools</li><li>▪ Universe Designer Tool</li></ul>
Soft skills	<ul style="list-style-type: none"><li>▪ Effective communication</li><li>▪ Troubleshooting</li><li>▪ Commercial awareness</li><li>▪ Relationship's builder</li></ul>	<ul style="list-style-type: none"><li>▪ Proper phone etiquette</li><li>▪ Problem Solving</li><li>▪ Teamwork</li></ul>

## Courses/ Training

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

## Education

2011 – 2014	Bachelor's in commerce / Account Honours Ranchi University, India
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## Interests

- Travelling & exploring new places
- Listening to music

## Personal Dossier

**Nationality:** Indian

**Languages are known** English, Dutch (Level A2)