

Robin Tanwar

Accounts Executive

Accounts Executive with over two years of successful experience in Accounts Receivable . Recognized consistently for performance excellence and contributions to success in accounting industry. Strengths in Cash Applications and quick resolutions for customer queries backed by training in Accounts and Finance.

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Faridabad, India

TECHNICAL SKILLS

Accounts & Finance

Working on Cash Applications

Allocation of Payment

Customer Reconciliation

Resolve Customer Queries as per SLA

Bank Reconciliation

SAP Exposure

Invoicing

SOFT SKILLS

Resilient

Analytical

Time Management

Adaptability

Patient Listener

Quick Resolutions

EDUCATION

Graduation

D.A.V. CENTENARY COLLAGE (M.D.UNIVERSITY)

2019, FARIDABAD

Courses

- Bachelor of Commerce (Honors)

Higher Secondary Education

Rose mount sr. sec school

2016,

Courses

- Central Board of Secondary Education

Secondary Education

Deep public school

2014,

Courses

- Central Board of Secondary Education

WORK EXPERIENCE

Accounts Executive

Krishna Associates

01/2019,

India

Achievements/Tasks

- Result oriented professional with over 2 years of experience in finance department
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Prepared Monthly Account statement of Billing and Payments.
- Prepare MIS report as and when required by management.
- Resolved problems, improved operations and provided exceptional service.
- Exceeded goals through effective task prioritization and great work ethic.

INTERESTS

Outdoor sports, Travelling

LANGUAGES

English

Hindi