**Naveen Koushik**

**Finance Executive - Scania Commercial Vehicles India Pvt. Ltd**

Bengaluru, Karnataka

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Email me on Indeed: [indeed.com/r/Naveen-Koushik/8e9824eada563499](https://www.indeed.com/r/Naveen-Koushik/8e9824eada563499)

Seeking a position to utilize my skills and abilities in an esteemed organization where my skills and experience will greatly enhance the organization's success and my own personal growth with being resourceful, innovative and flexible.

**Work Experience**

**Finance Executive**

**Scania Commercial Vehicles India Pvt. Ltd**

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October 2016 to Present

Responsibilities:  
• Reconciles processed work by verifying entries and comparing system reports to balances.  
• Maintains accounting ledgers by verifying and posting account transactions.  
• Protects organization's value by keeping information confidential.  
• Preparing Purchase Register & Sales Register.  
• Preparing Statutory Register (VAT, CST, PT, TDS & ET) & Service Tax Register.  
• Issuing & Receipts of C-Form & F-Form & Submission of Forms to the department.  
• Generating Delivery challans & Job work challans.  
• Verifying Deal Sheet, Invoicing Documents.  
• Margin Money confirmation.  
• Financier amount confirmation.  
• Generation of Sales Invoices through Accounting Software. (Buses and Trucks)  
• Verifies vendor accounts by reconciling monthly statements and related transactions.  
• Posting of Bank Entries.  
• Generating of Scrap Invoice, Debit Note & Credit Note.  
• Customer Payment Follow-ups.  
• Being a part of GST Implementation.  
• Preparing CKD Kit (BOE) Register.  
• Follow-ups and resolving of ITC mismatch.

**Insurance Surveyors & Loss Assessors Ltd**

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Kolar, Karnataka

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August 2015 to October 2016

Aug 2015 to Oct 2016)  
Responsibilities:  
• Registering Losses & Taking logins for assigned policies  
• Collecting and scrutinizing all kinds of documents related to policy  
• Fixing appointments for the vehicle inspection to all our existing clients to respective surveyors.  
• Attending the loss site at the appointed date and time.  
• Follow up with Surveyors for required documents, photos, etc Communicating with clients  
• Report writing/preparing loss assessments, Re-Schedule - Convincing the customer and client for any delay or Postponed in Inspection.  
• Billing, Preparation and regular maintenance of MIS reports & Interpreting/understanding policies and its terms and conditions  
• Handling queries, Surveyor Co-Ordination Co-operating with surveyor in priority cases  
• Updating & Follow ups Constant follow ups with the customer and vehicle availability Appointment fixed as per customer and client request as discussed with the Surveyor possibilities.  
• Preparing reports to assess the actual loss and to verify the amount claimed by the insured.

**Sales Logistics Executive**

**Concorde Motors (India) Limited**

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Hoskote, Karnataka

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January 2015 to July 2015

Responsibilities:  
• Co-ordinate with sales team and finance on invoicing process.  
• Primarily assisting the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.  
• Responding to any online or telephone queries in a calm and friendly manner.  
• Liaising between other departments and the client to provide the service most suitable to the client's needs, cost and time restraints.  
• Working closely with the Sales team to assess the progress of the department and develop Sales strategy accordingly.  
• Required to produce reports on progress within the department and outline any developed strategies to improve.  
• Responsible for overseeing any supercharges and evaluating any alterations to both external and internal staff.  
• PO creation, DAN updating, GR Creation, invoicing in SAP.  
• Preparing dispatch documents, Declarations for movement of vehicle.  
• Transporter bills, RTO bills, Demo Driver bills processing.

**Finance Executive**

**Concorde Motors (India) Limited**

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Kolar, Karnataka

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December 2010 to January 2015

Responsibilities:  
• Extensive knowledge of business administration, CRMDMS application, Job card generating, raising invoices, and free service claims, Warranty claims processing, Registering AMC, EX-Warranty & 24 X 7.  
• Focusing on Employees Target & Achievements and customer complaints.  
• Managed all service vehicles revenue data and generated regular reports on same.  
• Monitored all logs for claims, investigated each individual case and managed billing request for same.  
• Trained team on all company policies and warranty procedures.  
• Collaborated with warranty team and determined status of all customer activities.  
• Performed the responsibilities of coordinating with dealers and customers to solve warranty issues.  
• Facilitating all warranty related issues includes working with vendors and manufacturers to receive replacement vehicle parts, scheduling warranty appointments and service, educating customers regarding warranty services, and ensuring timely vehicle repairs.  
• Projection Reporting against Target and Achievement of academic year and monthly wise.  
• Reporting after sales details to concerned department on daily basis.

**Education**

**B.COM**

**Govt. Boys College**

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Bengaluru, Karnataka

2006 to 2009

**Education**

**Govt. PU College**

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Kolar, Karnataka

2004 to 2006

**S.S.L.C in Secondary Education**

**Bapuji High School**

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Kolar, Karnataka

2004

**Skills**

ACCOUNTING (1 year), SAP (Less than 1 year), CRM (Less than 1 year), CUSTOMER RELATIONSHIP MANAGEMENT (Less than 1 year), DMS (Less than 1 year)

**Additional Information**

Positive Thinking, Self Confident, Disciplined Good Team Member, Conceptual Skills, Possess excellent interpersonal, communication, planning, and organizational skills, Strong leadership with excellent problem solving and analytical skills, Ability to solve complex issues and with strong project management skills  
  
Technical skills:  
  
➢ Knowledge of Microsoft Office applications, AX. (Axcepta Accounting software)  
➢ OS programming installation, Networking, SAP MM.  
➢ CRM DMS application And Typing in senior grade. (Kannada & English)  
➢ PCIEC (Professional Certificate in Effective Communication)  
Course in NIIT UNIQUA at Bangalore.