

Amit Kumar Rana

Accounts Executive

Accounts executive with more than seven years experience in the handling of accounts and finance related activities of FMCG Company.

rana.amitrana27@gmail.com ✉

7696353991 📞

Palampur, India 📍

@ranamit27 🐦

WORK EXPERIENCE

Accounts Executive

S S Food Industries

01/2014 - 08/2020,

Ludhiana

Achievements/Tasks

- Debtors and Creditors (Manage of Debit & Credit Note, Payable reports, Outstanding reports, Reconciliation).
- Payment of Supplier on time, as per policy with maximum accuracy.
- Proper maintenance of banking transactions with books.
- Maintained integrity of general ledger, including the chart of accounts.
- Educating customers about business solutions.
- Managing team members and facilitating collaboration in the workplace.

Accounts Executive

Bonn Food Industries

05/2013 - 12/2013,

Ludhiana

Achievements/Tasks

- Issue Credit note of Debtors.
- Make reconciliation of Institutional/Modern Trade parties.
- Proper maintenance of branches related entries.

EDUCATION

Master of Commerce

H.P.U (Correspondence)

07/2013 - 05/2016,

Bachelor of Commerce

TJCM Govt. Degree College

04/2010 - 03/2013,

Sujanpur, Tihra

SKILLS

Creativity

Self-Motivated professional

Teamwork

Statistical Analysis

Willingness to Learn

Effective Communication

Proficient in MS Office

LANGUAGES

Hindi

Full Professional Proficiency

English

Professional Working Proficiency

INTERESTS

Sports (Cricket)

Puzzle Solving