

Curriculum vitae

SHYAM SUNDER AGARWAL

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Profile Summary:

Twelve years of diverse experience in the Paint, Chemical and electronics sector. Heads-on experience in Accounts receivable, Accounts payable, Warehouse operation, Cash applications, Reconciliation, Collection, O2C,P2P,R2R debt recovery, Credit control, billing analysis, Contract management, Accounting, Vendor management.

Experience Area

Kansai Nerolac Paints Limited C/o Avident Enterprises– Jaipur

Since Dec-2017

Accounts Officer

Responsible for Warehouse Operations | Stock Management | Billing | Customer Accounting | Sales Support | Office Administration | MIS

- Invoice processing, Ewaybill, SRV,STO,NDO,GRN,CCD Agreement, Indent.
- AR-AP,Banking, Cheques, NEFT/RTGS update, BRS, COB, OD follow-up.
- Payment processing and Banking.
- Employee expense processing
- Transportation management and transport payment processing.
- Handling petty cash, office exp. and manage imprest account.
- Prepare Sales Scheme CN data, lifting and customer gift management.
- Handling vendor management and processing vendor invoices as per company finance process.
- Prepare MIS Report and month end reports.
- Dispatch tracking finish goods outward & inward.
- Regular stock Verification, Randomly stock verification, Conducting Stock taking activities as per corporate guidelines.

Asian Paints Ltd. C/o Adarsh Marketing (Parnami Group)

2012-2017

Accounts Officer

Responsibilities: -

- Invoice processing- PO and Non PO
- AR, Banking, Cheques, NEFT/RTGS update.
- New Customer creation procedural.
- Investigation of unapplied cash.
- Collection target follow-up with sales team or customers.
- Booking accounting entries.
- Prepare defaulter customers list & send to recovery agency.

- **Kent RO System Ltd.**

2010-2012

Accounts Officer

Responsibilities: -

- Order booking and Billing.
- The posting of Accruals, Prepayments, and Journals.
- Sales and purchase ledger.
- Handling Petty Cash/ Bank Reconciliation.
- Preparing financial statements, including VAT returns.
- Managing the month end activities which include closing of sub ledgers, general ledger, Bank reconciliations, reporting and balance sheet account analysis.
- Ensure proper review of account balances for Business and highlight the issues appropriately.
- Preparation & finalization of Financial Statements (B. Sheet, P&L Account, Notes ETC.)

Computer Skills

- MS Office suite (word, power point, excel, Outlook)
- Accounting Software Tally - ERP-9, SAP & ORACLE
- Support tool CRM, MDG
- Business writing email communication
- Advance **Excel** (Filtering Data, Working with Functions and formulae, Common, Logical, V-Lookup & H-Lookup functions, Working with chart & graphics, Data Analysis, work with Pivot Table, Tracing & fixing errors, shortcut keys and tricks Implementations in Excel.)

Skills and Strengths

- Hardworker, dedicated and responsible person.
- Quick learner and Smart working.
- Ability of work in extreme pressure also.
- Disciplined, punctuality, Integrity and Honesty
- Excellent written and oral Communication Skills

Scholastic

- M.COM from Rajasthan University, Rajasthan in 2014.
- B.COM from Rajasthan University, Rajasthan in 2012.
- Diploma in Tally, MS Office & Advance excel.

Personal Profile

- Father's name : Mr.Banwari Lal Agarwal
- Date of Birth : 10-12-1992
- Address : 98/1, Vijaybari colony, Dehar ke balaji, Sikar road, Jaipur
- Marital status : Married

Thank You