



OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

QUALIFICATIONS

MBA (FINANCE) 2015-2017

APJ ABDUL KALAM TECHNICAL UNIVERSITY

B.COM (FINANCE & INVESTMENT)

ANNAMALAI UNIVERSITY 2009 – 2012

CERTIFICATIONS

- Certified Industrial Accountant Course.
- Certificate of Participation in Digital Marketing Workshop.

WORK EXPERIENCE

AERO CLUB - WOODLAND - (May 2019 - Present)

Executive - Finance

- ❖ Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- ❖ Verification of TDS and GST on Invoices and process for payments.
- ❖ Vendor Reconciliation, Sales Reconciliation, Bank Reconciliation.
- ❖ Examine and analyze a company's accounting data, financial records, and business operational processes.
- ❖ Identify loopholes and recommend risk aversion measures and cost savings.
- ❖ Determining internal audit scope and developing annual plans.
- ❖ Inventory Audit of PAN India Shops/Godown/Factories.
- ❖ Minimize the financial losses of a retail operation related to shrinkage.
- ❖ Preparation of Audit Report and Presentation among management.
- ❖ Verification of Bills & Vouchers: Purchase Bills, Service Bills, Rent Bills, Expenses Vouchers.
- ❖ Verification of Salary Sheet – Headoffice/Godowns/Factories/Shops/Security Services.

SKILLS

- ❖ Inventory Audit, Verification of Invoices, Payables, Auditing, Budgeting, Reconciliations, Risk Control, Business Communication, Liasoning, Digital Marketing, Retail, Management Team Handling, Coordination, Presentation, Analytical Thinking, Having Knowledge of TDS&GST
- ❖ Software – MS Word, MS Excel, MS Power Point, SAP Basis, Internet & Mailing.

PERSONAL DETAILS

HOME TOWN:

BALLIA

DATE OF BIRTH:

25 - FEB - 1993

MARITAL STATUS

SINGLE

LANGUAGE KNOWN

HINDI, ENGLISH

HOBBIES

DRAWING, WRITING

MRF LTD. (July 2018 – Dec 2018)

Executive – Operation

- ❖ Investigating and resolving any irregularities or enquiries
- ❖ Assisting in general financial management and analysis.
- ❖ Generating E-Way Bill, Invoices and Account Statements.
- ❖ MIGO in SAP.
- ❖ Monthly clearing of expenses.

V2 Retail Ltd. (June 2017 – June 2018)

Executive – Finance

- ❖ Managing and Clearing Vendor Payments.
- ❖ Verification of Headoffice Office Expenses –
Such as – Travelling, Purchases, Rent etc.
- ❖ Verification of PAN India Shops Expenses. –
Such as – Shop maintenance, Petty Cash, Travelling etc.
- ❖ Verification of TDS on Invoices and process for payments.
- ❖ Inventory Audit of PAN India Shops.
- ❖ Preparation of audit reports and discusses the loopholes with management.
- ❖ Working on TAT Report.
- ❖ Coordination with internal departments.
- ❖ Liasoning with banks, vendors and others.