|  |  |  |
| --- | --- | --- |
|  | **SAGAR**  | **COVERING LETTER** |
|  |  |  |
|  | **Email Id:** **sagar.374942@2freemail.com** |  |
|  |  |  |

Respected Sir/Madam,

Seeking for a Job opportunity in below given areas.

* **Junior Accountant**
* **Assistant Accountant**
* **Account Executive**
* **Accountant**

I appreciate if you dedicate few minutes from your precious time to review the attached resume which has been summarizes in-detail with my qualifications, career experience, skill-set, excellent capabilities, which represents a background to the organizations I have served previously.

Being a Master of Business Administration post graduate, I have started my career in manufacturing Industry and services. I have expertise in various ERP Packages like JD Edwards 9.1 and Tally 9, Quick Books and Peachtree.

I consider that my credentials and interests match with your requirement and want to apply for the same. Photo-copy of Qualification Academics, Certifications, and Passport would be faxed or scanned to your given address upon request.

Thanks for your consideration. Please feel free to contact me at the e-mail address, or mobile number. Looking forward for your reply.

Sincerely,

Sagar

Page **1** of **3**

**RESUME** **SAGAR**



**General Accounting Ops Associate.**



* **:** sagar.374942@2freemail.com

**CAREER OBJECTIVE:**



Seeking a position to utilize my skills and abilities in an organization that offers professional growth while being resourceful, innovation and flexible.

**PROFESSIONAL PROFILE:**



* **3.7** Years of work experience in Accounts and Finance, I have exposure in dealing with **JD**

**Edwards 9.1 and Tally ERP 9.**

**WORK EXPERIENCE:**



* Worked as **General Accounting ops associate** with **Accenture Services Pvt. Ltd**, Bangalore, from October 2015 to October 2017.
* Worked as **Junior Accountant** with **Venkataramana Exports PVT LTD**, Prakasam (Dist), AP, India, from December 2013 to June 2015.



**WORK EXPERIENCE SUMMARY:**

**Organization Name:** **Accenture Services Pvt. Ltd**

**Designation:** **General Accounting ops Associate**



**Location:**

**Period:**

Bangalore, India. October-2015 to October-2017

**ROLES AND RESPONSIBILITIES:**

* Part of transition team and successfully done the transition from Client site.
* Processing Cash applications for payment received thru NEFT, RTGS, and Cheques.
* Bank Guarantee report download and follow-up with sales team for renewal.
* Dunning activity of overdue customers.
* Informing Customer and Sales Team On Cheque Return.
* Informing bank on credit extension & preparing monthly report.
* Preparation of Customer Statement and Reconciliation of customers account.
* Credit Blocked Order Release.
* Rebate claims processing - Credit/Debit notes (B2C business).
* Follow Up For Psbc Cheques from Distributor.
* Calculation of Interest on security deposit & providing details to payments team for Interest on security deposit payout.
* Preparing the report for Full and Final Settlement and providing details to payments Team for cheque payment.
* Distributors Claim approval and Processing.
* Preparing weekly Reports (Unapplied & unidentified payments).
* Helping the juniors on different issues.

Page **2** of **3**



**WORK EXPERIENCE SUMMARY:**

**Organization Name:** **Venkataramana Exports Pvt Ltd**

**Designation:** **Junior Accountant**

**ROLES AND RESPONSIBILITIES:**



* Recording Day to day Business Transaction.
* Recording of vouchers into system on daily basis.
* Preparation of monthly Stock Statement.
* Verification of Monthly cash Book & Cash Voucher.
* Verification of Monthly Bank Reconciliation Statement.
* Preparation of outstanding statement like AR/AP.
* Processing Debit Note, Credit note if any returns.

**Location:** Prakasam, A.P

**Period:** Dec-2013 to June-2015

**SOFTWARE SKILLS:**



* Accounting ERP packages: **JD Edwards** **9.1,** **Tally ERP**. **Quick Books** and **Peachtree**.
* Office automation packages: MS Office
* Operating Systems: Windows-98, XP, Vista, Windows 7 and 8.



**ACADEMIC QUALIFICATION:**

* **M.B.A. (Finance & Marketing)** in 2015 from JNT University, Hyderabad, A.P. India.
* **B.Com (Computer)** in 2012 from Osmania University, Armoor, Nizamabad, A.P.
* **Intermediate (C.E.C)** in 2008 from A.P. Board of Intermediate, Armoor, Nizamabad, A.P.
* **Board of Secondary Education (S.S.C.)** in 2006 from A.P. Board. Armoor, Nizamabad, A.P.



**CORE COMPETENCIES:**

* Good knowledge of Infrastructure operations, service delivery, and exceeding productivity goals by ensuring service delivery excellence and performance.
* Possess to work flexibly under pressure with tight deadlines to achieve organizational objectives.
* Effective communicator with excellent relationship building, interpersonal skills, Strong analytical, problem solving & organizational abilities.
* Keeping close interaction with those other teams are involved in multiple areas handling various accounts.
* Keeping senior well informed by providing accurate report and information regarding on-going daily work progress.

**PERSONAL INFORMATION:**



|  |  |
| --- | --- |
| **Marital Status** | : Single |
|  |  |
| **Date Of Birth** | : 09-December-1990 |
|  |  |
| **Languages Known** | : English, Hindi and Telugu |
|  |  |
| **Nationality** | : Indian |
|  |  |
|  |  |
| **Preferred Job Location** | : Anywhere in UAE |
|  |  |
| **Visa Status** | : Visit Visa (Till January 25, 2018) |
|  |  |

Page **3** of **3**