**Narendra**

[Narendra.270594@2freemail.com](mailto:Narendra.270594@2freemail.com)

**Professional Summary:**

Accounts Assistant with 2.9 years of experience in MNC, sound ability of working in a team-environment while being able to build relationships with internal management teams.

Able to prioritize the work and prefer to accomplish the task before the deadlines, cooperative and hard working team player with a proven ability commit to the deliver my best to the growth of the organization. Optimistic person with positive attitude and self confidence. Adaptable to the new work environment and a quick learner.

Looking forward to discuss about the current job application. Expecting your kind and favorable consideration.

**Skills:Accountin**

* Expert in invoice & payment transactions
* Accounts Reconciliation
* Ethical Approach
* Strong in MS Access and Excel
* Attention to detail and analytical skill

**Carrier Progression:**

***Assistant Accountant***

***Company****: Cross Domain Solutions Private Limited*

*Apr 2013 - Jan 2016*

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based and involved in compiling financial reports and analyses, whilst working to strict deadline.

**Roles & Responsibilities:**

* Process payments and documents such as invoice, journal vouchers, employee reimbursements and checks, credit cards, wire payments.
* Verify items billed against items ordered & received and reconcile differences, follow up with the vendors and customers.
* Preparation and input of month end journal vouchers. Inputting, matching, batching and coding of invoices.
* Posting the journal entries and ledger entries and preparing financial statements.
* Maintain books of record and book keeping.
* Monitoring the customer accounts for non-payments and delayed payment.
* Preparation and verification of various reports for senior managers.
* Creation and update accurate customer master in ERP database.
* Creation of invoices and sending invoices to the customers to ensure proper accounting collection from customers.
* Proactively identifying business improvement opportunities and ensures smooth management of Cash flow.
* Ensuring that information is accurately collated & entered into system.
* Managing Petty cash transactions and Preparation of Cash vouchers.
* Prepare and present presentations relating to process reviews on a monthly basis. Ensured concise and transparent communication with central branch through email and personal visits.

**Key Highlights:**

* Received ‘Spotlight Award’ and ‘Kaizen Award’ in recognition of perseverance and continuous value addition and “Alpine Climber Award “for excellence.
* Appreciated from Client and Team Manager for efficient management of allotted tasks, product knowledge and commitment
* Attended various workshops on Ideas and Innovation, interpersonal communication, analytical skills, and MS Excel.

**Certifications:**

* NCFA Certification (2011)
* AIMA Certification (2011)

**Academic Credentials:**

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| |  |  |  |  | | --- | --- | --- | --- | | **Degree/Course** | **Institution** | **Year of Passing** | **Percentage** | | MBA | Acharya Institute of Tech. Bangalore | 2012 | 59.60 | | BBM | University Arts College, Tumkur | 2010 | 69 | |
| **Technical Acumen:**   |  |  | | --- | --- | | ERP Tool | SAP | | Office Tool | MS Office Package(Word, Excel, PowerPoint), Outlook | | Operating System | Windows 7, 8, XP | | Languages | C |   **Personal Dossier:**  Date of Birth : 16/02/1990  Nationality : Indian  Religion : Hindu  Sex : Male  Marital Status : Single  Visa Status : Visit Visa (19 May 2016)  **References upon request:** |
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