

Jaison

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**Objectives:** Highly motivated and eager to learn new things and ready take up the challenging workto grow consistently in my career path adapting the gained knowledge.

**EXPERIENCE SUMMARY:**

**(Mar 2019 to Dec 2019)**

**Accounts Executive**

Job Responsibilities:

* Validating the invoices which is received by the front office desk – Invoice date, Quantity, Unit Price, Bill to address, description and tax.
* Scanning all the invoices along with supporting and entering to the Tally system (under Purchases).
* Tracking and maintaining the record of received LPO (Local Purchase Order) and DN (Delivery Note) from supplier for payment purpose.
* Once the DN, LPO and invoices matches, entering the payable entry in Tally system.
* Preparing the PDC (Post Dated Cheques) for all purchased invoices to pay the suppliers accordingly.
* Tracking the funds in company account to process the cheques on daily basis and updating the Bank Statements.
* Month end basis reconciling the Supplier SOA (Statement of Accounts) with Tally report to track the payment and avoid duplication and miss in payments.
* Following up and coordinating with all suppliers as per the Purchase Report received from Internal Team.

**EDUCATIONAL QUALIFICATION:**

* Master’s in Business Administration in Finance from Poornaprajna Institute of Management, Udupi, India.
* Bachelor of Commerce (B. Com) from Madhava Pai Memorial College, Manipal, India.

**TECHNICAL SKILLS:**

Computer Proficiency in D.I.F (Diploma in Finance) from National Institute of Software Education, Udupi, India.

Experienced In: MS Office, Outlook, Tally.

**EXTRA CURRICULARS:**

Project Undertaken:

* One-month internship entitled The Financial Statement Analysis in Udupi Taluk Industrial Co-operative Society Ltd

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| **PERSONAL DETAILS:** |  |
| Date of Birth | 19/04/1996 |
| Gender | Male |
| Nationality | Indian |

**Languages can Speak/Write/Read:** English, Hindi, Kannada, Konkani, and Tulu.

**DECLARATION:**

My goal is to work in a well-established organization, with having focused on personal growth as well as the growth of an organization. I am also confident on my ability and flexibility to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date: **Jaison**