



Naveen Negi

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OBJECTIVE

Looking for the opportunity to join your team as an Accountant where I can use my five years of experience with tally erp9 and busy software suite along with other related software packages to enhance operations efficiency within your organization. To become a part of a company's accounting team and contribute to its success through accurate financial reporting and analysis.

EXPERIENCE

2019 - 2021

DK BAGS AND FURNITURES

Staff accountant

- Maintain day book voucher entry, and Manual Billing Prepared sales and processed payments and files.
- Ensured appropriate accounting is applied while posting all Sales Transactions in the ledger.
- Monthly reconciliation of prepaid expenses, deferred revenue, accounts payable, etc.
- Providing documentation and reports as requested and needed, including audits.
- Complete daily cash functions.

2021 - Continue

GERA COLLECTION

Accountant

- Managed accounts payable, and handled timely payment of invoices
- Prepared balance sheets, profit and loss, bank reconciliation and other financial reports.
- Assistance with the preparation of month-end procedures by doing accrual and prepayments
- Assistance with preparation and distribution of P&L statements and budgets
- Participating in month-end closing reports
- Responsible for the preparation and generating of weekly and monthly reports
- Maintaining fixed asset register and capitalizing of asset
- Preparation of monthly journals and support in the control of the business accounting records.

EDUCATION

- **RCU PG COLLAGE UTTARKASHI**
2018-2021
Bachelor of commerce
- **CCT COMPUTER CENTRE**
2019
Tally erp9
- **IT COMPUTER EDUCATION**
2018
Windows OS, Ms office, internet, DTP

SKILLS

- Ability to effectively present financial data and information to all levels, Knowledge of liquidity and financial risk monitoring procedures and processes.
- Knowledge of book keeping, jurnal entries, bank reconciliation and accounting process.
- Being accurate under pressure and can remain focused on minute details.