

CURRICULUM VITAE

Naveen Kumar B.N

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Objective:

- Positive, confident and hardworking individual with good knowledge in accounts and finance.
- Seeking a challenging position in the field of accounting & finance in an organization.
- Would like to work for an Organization where I can explore more in the field of Accounting & Finance.
- Would like to take up any new challenging role
- A quick learner.

Work Experience

- Worked at Via.com for and over a period of 17 months as Accounts executive from 2010 to 2012
- Joined WWstay Services India Pvt Ltd Year 2012 and completed 8 Years 4 Months and my current position as Asst. Manager Finance

Roles & Responsibility

- Providing Day to Day sales report to management
- Client Follow ups on daily basis and weekly as per the process scheduled
- Keeping track of client credit period and making assure that it is notified and same is followed up
- Providing outstanding report to client based on client process set
- Email actioning
- Handling Client call for resolving timely issues and processing their invoices on time within TAT.
- Closing books of accounts every month and reconciliation of supplier and client debtors
- Worked in events team as part of finance payable to vendors

Tools Used

- Tally

Education Qualification

QUALIFICATION	INSTITUTION	PERCENTAGE
B.COM	Eastern Institute For Integrated Learning In Management	74.00%
PUC	Indian Academy PU college	61.00%
SSLC	Priya English High School	42.08%

Skills:

- Quick Books
- MS Office – (Word, Excel, power point presentation)
- Internet Application
- Quick learner
- Process Improvement

Personal Skills:

- Good Analytical skills
- Comfortable team player
- Ability in handling multi tasks
- Good verbal and written communication skills.
- Willing to learn innovative and productive ideas.

Personal Details:

Date of Birth : 08th April 1986
Nationality : Indian
Father's name : Nagaraj (Late)
Gender : Male
Marital Status : Married
Languages Known : English, Hindi, Kannada, Tamil and Telugu
Interests : Traveling and Playing Cricket

Declaration:

I hereby declare that the above mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of the above mentioned Particulars

Place: Bangalore

Date

(Naveen Kumar B N)