

CONTACT

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Address

813, Baba Farid Puri
West Patel Nagar
New Delhi-110008

PROFESSIONAL SKILLS

- Book keeping
- Invoicing
- Bank Reconciliation
- Accounts Payable /Receivable
- Financial Reporting
- Proficiency in accounting software- Tally ERP & Tally Prime
- MS Office
- Tax Preparation
- GST /TDS/ Income Tax compliance and returns

EDUCATION

- B.Com(P)- D.U. in 2023
- 12th From Delhi in 2009
- 10th From Delhi in 2007

PERSONAL DETAILS

Father's Name:

Sh. Kailash chand

D.O.B. : 06/12/1990

Marital Status: Married

LANGUAGES

- English:
- Hindi:

HOBBIES

- Reading
- Music
- Cricket

HARI NARAYAN

PROFESSIONAL SUMMARY

MOTIVATED AND CONFIDENT INDIVIDUAL WITH A STRONG DESIRE TO ACHIEVE ORGANIZATIONAL GOALS. SEEKING A POSITION THAT OFFERS AMPLE OPPORTUNITIES FOR CAREER GROWTH TO LEVERAGE ACQUIRED KNOWLEDGE AND EFFECTIVELY MANAGE MULTIPLE RESPONSIBILITIES. KNOWN FOR SELF-MOTIVATION AND A STRONG WORK ETHIC, THRIVES ON EMBRACING NEW CHALLENGES. ENJOYS WORKING COLLABORATIVELY WITH A TEAM OR TAKING INITIATIVE INDEPENDENTLY. EAGER TO EXPLORE AN OPENING THAT ALLOWS SHOWCASING EXPERTISE IN FINANCE AND ACCOUNTS FOR VALUABLE EXPOSURE.

WORK EXPERIENCE

1- M/S SAIN KANWAR & ASSOCIATES

{CA Firm} | New Delhi

FROM JUNE 2013 – DEC. 2018 **(AS AN ACCOUNTANT)**

AS AN ACCOUNTANT AT M/S SAIN KANWAR & ASSOCIATES, I WAS RESPONSIBLE FOR HANDLING VARIOUS ACCOUNTING TASKS AND ASSISTING SENIOR ACCOUNTANTS IN PREPARING FINANCIAL STATEMENTS. DURING MY FOUR-YEAR TENURE, I GAINED A COMPREHENSIVE UNDERSTANDING OF ACCOUNTING PRINCIPLES AND DEVELOPED STRONG ANALYTICAL SKILLS.

2- M/S EVOLVE UNLIMITED | New Delhi

JAN 2018 – NOW **(AS SR. ACCOUNT EXECUTIVE)**

AS A SR. ACCOUNT EXECUTIVE AT M/S EVOLVE UNLIMITED IN INDIA, I WAS RESPONSIBLE FOR MANAGING AND MAINTAINING RELATIONSHIPS WITH KEY CLIENTS, AS WELL AS DEVELOPING NEW BUSINESS OPPORTUNITIES. WITH MY STRONG COMMUNICATION AND NEGOTIATION SKILLS, I CONSISTENTLY EXCEEDED SALES TARGETS AND PLAYED A CRUCIAL ROLE IN THE GROWTH OF THE COMPANY. ASSISTED IN PREPARING MONTHLY FINANCIAL REPORTS

- ASSISTED IN PREPARING MONTHLY FINANCIAL REPORTS
- MANAGED ACCOUNTS PAYABLE AND RECEIVABLE PROCESSES
- CONDUCTED BANK RECONCILIATIONS AND ENSURED ACCURACY OF RECORDS
- PARTICIPATED IN BUDGET PLANNING AND EXPENSE TRACKING
- REVIEWED INVOICES AND ENSURED TIMELY PAYMENTS
- COLLABORATED WITH TEAM TO MEET TIGHT DEADLINES AND TARGETS