

# Niharika Kasera

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## WORK EXPERIENCE

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- Narv Infra LLP Kolkata  
Accountant September 2025 – February 2026
- Recorded journal entries and maintained up-to-date ledger postings.
  - Recorded and updated banking transactions, ensuring accuracy and completeness of financial records.
  - Prepared and issued sales invoices in line with company policies and client agreements.
  - Processed and recorded purchase invoices based on vendor documentation.
  - Coordinated with vendors and clients regarding billing and payment queries.
  - Maintained accurate accounts payable and accounts receivable records.
  - Managed daily cash transactions, including cash handling, recording, and reconciliation.
  - Ensured proper documentation and filing of financial records for audit readiness.
- Shanti Services Pvt. Ltd. Kolkata  
Accounts Assistant August 2023 – August 2025
- Processed journal entries and maintained the integrity of the general ledger to ensure accurate financial reporting.
  - Executed accounts payable and receivable tasks, ensuring timely payments and accurate invoicing.
  - Coordinated banking activities, including payment processing and term deposits, to optimize cash flow.
  - Prepared and maintained payroll records, ensuring compliance with company policies and regulatory requirements.
  - Recorded and updated banking transactions, ensuring accuracy and completeness of financial records.
  - Calculated interest on term deposits and prepared reports for management review and strategic planning.
  - Verified and accurately processed vendor invoices, contributing to improved vendor relationships and payment efficiency.
- K L Bajoria Kolkata  
Intern June 2020 - October 2020
- Assisted with basic accounting tasks during my internship, including recording journal entries in Tally and organizing financial data using Excel.

## EDUCATION

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- SRM University June 2025 - Current  
MBA - Finance
- The Calcutta Anglo Gujarati College October 2020 – February 2025  
BBA CGPA: 7.91
- Purwanchal Vidyamandir April 2019 – June 2020  
12th - Commerce 64%
- Purwanchal Vidyamandir April 2017 – May 2018  
10th - Commerce 69.4%

## SKILLS

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Tally Prime, Microsoft Excel and Word