

Vikram

vvikramroy1999@gmail.com

8700106718

New Delhi, Delhi

Summary

Highly organized professional offering proven skills in data processing and documentation management. Adept at working collaboratively within a fast-paced and detail-oriented environment to facilitate workflow and drive defined goals.

Experience

Accounts Executive

Westway Electronics Limited • Noida, Uttar Pradesh

05/2023 – 03/2025

- Accounts Receivable & Payable: Managing incoming and outgoing payments, ensuring that invoices are issued and paid on time
- Bank Reconciliation: Ensuring that all bank transactions are recorded and reconciled with the company's financial records
- Ledger Reconciliation: Ensuring that all vendors transactions are recorded and reconciled with the company's records
- Payments updates: Reconciling customer accounts to ensure accuracy tracking payments and managing overdue accounts
- Internal Audits: Assisting with internal audits and implementing any necessary changes based on audit findings
- Cross-Departmental Coordination: Collaborating with other departments to ensure financial processes are aligned with the overall business strategy

Coordinator

EOS Globe Pvt Ltd • Noida, Uttar Pradesh

06/2021 - 09/2022

- Assist the HDFC Bank to prepare CAM (Credit Appraisal Memo) on MS Excel by checking & analysing the financial condition of the customer through the Balance sheet, Profit and Loss account and Trading
- Also check GSTR-3B, Bank statement and all KYC documents of the customer.
- At last, a daily work report must be prepared by consolidating all the files and submitting to the manager
- Coached employees through day-to-day work and complex problems

Associate

Aargee Staffing Services Pvt Ltd • Gurugram, Haryana

11/2020 - 05/2021

- Assist the ICICI Bank to prepare CAM (Credit Appraisal Memo) on MS Excel by checking & analysing the financial condition of the customer through the Balance sheet, Profit and Loss account and Trading
- Also check GSTR-3B, Cibil, Bank Statement and all KYC documents of the customers.
- Prioritized tasks to meet tight deadlines, pitching in to assist others with project duties.
- Worked varied hours to meet seasonal and business needs

Skills

Customer service, Communication skills, Tally ERP9, Microsoft office, Computer skills

Education

B.Com(H)

PGDAV College • New Delhi, Delhi

06/2019

12th (Commerce)

GBSS School • New Delhi, Delhi

03/2016

10th

GBSS School • New Delhi, Delhi

03/2014

Personal Detail

Name: Vikram

Date of birth: 12/04/1999

Home town: Etah, U.P