

GAURAV KUMAR

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Mobile: 9711518029



SUMMARY PROFESSIONAL:

Accounts professional with more than Four years of experience in Accounts Payable, Accounts Receivable, General Ledger & Banking. Skilled in processing transactions, reconciling accounts, and maintaining accurate finance records. Proficient in bank reconciliations, invoicing and supporting month-end close processes.

WORK EXPERIENCE:

- **Elementis Specialties India Private Limited, Navi Mumbai**

Finance Executive

20th June 2022 to 20th Jan 2026

- Maintains financial records and ensures that financial transactions are properly recorded and ensures proper tax code related to GST and Withholding taxes selected.
- Arrange payment according to terms to ensure timely and accurate payments to vendors.
- Posted invoices to appropriate general ledger accounts.
- Monitor payments due to the customer and contact them with past due payments.
- Reconcile the receivable and payable ledger accounts to ensure that all payments and invoices are properly accounted for in the software.
- Prepare list of accruals for month closing and track the YTD accruals will be matched with working.
- Co-ordinate with procurement department for AP account balances conformation and reconciliations.
- Manage Employees T&E reimbursement on timely basis.
- Perform intercompany reconciliations and balance confirmation on monthly basis
- Maintain and reconcile general ledger accounts, bank statements and other financial data.
- Handle Petty Cash and Release payment every month.
- Co-ordinate with Internal teams and client stakeholders for smooth financial operations
- Knowledge of local taxation (GST & TDS).
- Maintain proper documentation and record-keeping as per accounting standards.

- **Phoenix Innovative Healthcare Manufacturers Pvt Ltd, Navi-Mumbai**

Finance Officer

October 2020 – April 2022

- Performed day-to-day financial transactions of accounts receivable data and reconciled monthly totals to confirm proper accounting.
- AR Ageing Analysis every week for past payment collection
- take Follow-up with past due accounts for collection (Both from Indian & Foreign Clients)
- manage and resolve customers' inquiries.
- prepare trade advances & intercompany transaction report every month.
- Receiving and handling invoicing and billing related mails

- Participate in stock annual audits.
- Accounting for both Export & Import Freight Invoices

EDUCATIONAL DETAILS:

- Bachelor of Commerce (B. Com) from Delhi University in 2012
- HSC from Central Board of Secondary Education in 2008
- SSC from Central Board of Secondary Education in 2006

TECHNICAL SKILLS:

- Knowledge in Quick Book, JD Edwards, Sage CRM & ERP Software
- Knowledge of MS Word, MS Excel & MS PowerPoint
- Knowledge of Outlook

CERTIFICATIONS:

- Certificate Course in MS Office & Financial Accounting
- Knowledge of key accounting principles and procedures

SKILLS:

- Expertise in invoice and payment transactions
- Accounts reconciliation
- MS Office
- Effective time Management
- Payment processing
- Strong follow-up
- Teamwork

PERSONAL INFORMATION:

- Address : H No 93, Block-G, SGM Nagar, Faridabad Haryana -121001
- DOB : 19-May-1989
- Language Known : Hindi, English
- Marital Status : Unmarried

DECLARATION:

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

