

MUKESH CHANDRA

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A competent dynamic professional with extensive experience in the field of accounting. Looking for challenging opportunities with a leading organisation of repute.

- 6 Years of experience in Accounting field.
- Expertise in Computer based Accounting Software like (SAP ERP 7.2, Oracle Net Suite,Tally ERP 9, NDS and Ms-Excel).
- A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives & profitability norms.

ORGANISATIONAL EXPERIENCE

BAMKO India Pvt Ltd.

Dehradun

Account Executive

06 April'21 To Present

Job Responsibilities: -

- Working on software Oracle Net suite, Bamko Core and OneLogin.
- Reviewing orders to receiving queue.
- Reviewing order to billed.
- Reviewing warehouse online tracker for order inventory.
- Inventory adjustment.
- Inventory updating on websites stores and trackers.
- Auditing Profit and loss for inventory adjustment.
- Prepare Monthly closing reports
- Prepare Monthly Merchant E- solutions bills
- Prepare Monthly shipping reports
- Employees reimbursements and deduction payroll run.
- Record vendor invoices.

QDIGI Services Limited (A Quess Company)
(Formerly Known as HCL Services Limited)
Deputed at Samsung Service Centre, Dehradun
Account Executive

28 Sept'16 To 26 March'21

Job Responsibilities:-

- Worked on Software SAP ERP 7.2 Finance and Samsung Cash Application Global Service Partner Network (GSPN).
- Responsible for all the accounting, cash management and vendor management activities in the office (Samsung service centres) and daily coordinated with mgmt.
- Collection – Cash, Credit/Debit card, NEFT, Cheque, all digital Modes.

- Invoicing – Onetime customers, BTB, BTC customers, and direct sale invoices.
- Billing - excel billing and SAP billing on daily basis.
- Maintained day to day billing in SAP.
- Checked billing and invoice discrepancies for quantity, price and items.
- Handle monthly, quarterly and annual closings and reporting activities.
- Performed account reconciliation and bank reconciliation.
- Coordination with the bank.
- Tracking payment received, payment pending and customer excess amount refund.
- Verify account and customer billing related discrepancies and irregularities resolve.
- Carry out billing, collection and reporting activities according to specific deadlines given by the management.
- Mail correspondence to customers to encourage payment of delinquent accounts.
- Maintained day to day credit card settlement entries and MIS report.
- Prepared daily, weekly and monthly MIS report and records and share with the management.
- Maintain account receivables files and records for internal and external audit.
- Managed office daily, weekly and monthly petty cash expenses.
- Coordinate with the vendor and process payments of (Staff welfares, communication maintenances, rental and miscellaneous expenses) etc. MIS report and share with managements.

Dixon Technologies (I) Pvt. Ltd.
Selaqui, Dehradun
ACCOUNTANT

01 April'15 To 31 March'16

Job Responsibilities: -

- Book keeping in Accounting Software NDS/DISS.
 Journal voucher, Purchase voucher, Sale voucher, Service voucher, Cash voucher & Bank voucher.
- Monthly MIS report for imported purchase and sales invoice.
- Prepare Costing sheet for imported invoice.

- Raise invoice for Imported & Stock transfer.
- Prepare Data for Excise returns.
- Issuance e- filling form-16 & also generating purchase ID.

ACADEMIC DETAILS

- **Post-Graduation: MBA (Finance)** From Dehradun Institute of Technology, Dehradun (Uttarakhand Technical University) in 2014.
- **Graduation: BBA (Finance)** From Graphic Era University, Dehradun (Deemed University) in 2012.
- **H.S.C.:** Passed from Govt Inter College Gangaun, Pauri Garhwal, Uttarakhand Board in 2008.
- **S.S.C.:** Passed from Govt. Inter College Gangau, Pauri Garhwal, Uttarakhand Board in 2006.

PERSONAL DETAILS

Date of Birth: 10 March 1989

Languages Known: Hindi and English

Address: Upper Tunwala, Near Shiv Mandir
Dehradun-248005, Uttarakhand.