



ARSHAD RB

ACCOUNTANT

To secure a challenging and creative position where my knowledge can be utilized for the overall growth of the company as well as me reaching greater professional height in your organization.



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arsha.r.b@gmail.com



Experience

Safa Enterprises

12/2019 - 02/2024

Accountant

Reconciled bank accounts and general ledger accounts monthly.
Reviewed and monitored billing activities to ensure activities and timeliness.
Developed and maintained internal controls to ensure the accuracy and reliability of financial data.
Manage store budget and ensure cost effectiveness.
Analyze customer feedback and develop strategies to improve customer satisfaction.
Mobile and home appliances sales management.
Manage all accounting transactions.
Reconcile accounts payable and receivable.
Compute taxes and prepare tax returns.
Manage balance sheets and profit/loss statements.
Generated quarterly financial reports to detail company revenues and expenses.
Posted accounts receivable payments made by cash, cheque or credit card payments.
Used Quick Books to manage financials of multiple small businesses and individuals.
Used BUSY accounting software to perform bookkeeping, invoicing and bank reconciliations.

Axis Bank Ltd.

03/2017 - 11/2019

Assistant Manager

Handling the specific bank branch.
Handling Personal loan, Education loan, Credit card, Auto loan, home loan, Agri loan, gold loan, Merchant acquiring business.
Branch Auditing & Vendor Auditing.
Field Investigation, Involved in deep verification of customer profile & document.
Avoiding fraud assessment.
Handling FCU Agencies.
Daily meeting and monthly meetings are conducted.
Agencies billing handling.
Handling Hunter Software.
Maintaining MIS in MS-Excel.

Toyota Financial Services India Ltd.

06/2015 - 02/2017

Executive ORM

Carrying out documents involved in deep verification of customer documents, Avoiding fraud assessment.
Handling RCU Agencies, Agencies billing handling.
Maintaining MIS in MS Excel.

Covert Management
Pvt. Ltd.
07/2013 - 05/2015

Ashwini Over Seas
Associates
07/2012 - 06/2013



Education

Kuvempu University
2009 - 2012



Other Info

Sampler

Carrying out documents Involved in deep verification of customer documents
Avoiding fraud assessment.

Accountant

Reconciled bank accounts and general ledger accounts.
Reviewed and monitored billing activities to ensure activities and timeliness.
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“BACHELOR OF COMMERCE”

Skills

Ability to adjust myself according to the environment, leadership quality.

Self-confidence, Hard-working as well as Smart Worker.

Willingness to share information and ideas, quick learning, Zeal to learn new things.

Positive attitude and enthusiastic in teamwork.

Interest

Music, Travelling

Languages

English,Kannada,
Malayalam,Byari,Hindi,Tamil

Passport details

Visiting Visa Validate till 11-04-2024