



KARTHIK NARAYANA

Finance Analyst

CONTACT

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HOBBIES

Painting
Singing
Sports
Dance
Reading Books

CAREER OBJECTIVE

Graduated in Bachelor of commerce, seeking the position to utilize and improve my skills and abilities in the field of Accounting and Financial Analysis.

WORK EXPERIENCE

Having Six years of experience as a Finance Analyst in Reliance Digital (Electronic Retail Company), City Center Mall, Mangalore, Karnataka, India from Jun 2018 to Jun 2024.

Job Description,

- Handling EDC machine for EMI Conversion.
- Handling POS scanner and JIO Digital.
- Balancing daily deposit for all locations, including cash, credit card and direct deposits
- Supporting on internal audit, statutory audit, tax assessments, etc.
- Research and correct error as needed.
- Manage month end closing process and generate all reports.
- Determining charges for services requested collect deposits or payments and arrange for billing.
- Managed creation and delivery of repair and rental invoice files.
- Posted receipts to appropriate general ledger account.
- Prepared financial pages for presentation to senior management.
- Answered inbound call-in support of customer needs.
- Keeping detailed spreadsheets for tracking purpose of all billing.
- Keeping up to date with any new billing requirements and new clients.

EDUCATION

Degree in Bachelor of Commerce from University College of Mangalore, Hampankatta Mangalore, India.
Passed with 61% in 2018.

Pre-University College from Parignana PU College, Mangalore, India.
Passed with 73% in 2014.

SKILLS

- TALLY Prime
- Inventory Control using SAP
- Handling JIO Digital
- Financial Accounting
- MS Office
- MS Excel – Advance Excel, Power BI, Power Query
- Billing/Invoicing
- Customer Handling and Co-ordination with Supplier
- Analyzing and Problem Solving
- Auditing
- Organizational Skill
- Team Collaboration

PERSONAL DEATAILS

Date of Birth : 28th Aug 1997
Place of Birth : Mangalore, Karnataka
Nationality : India
Marital Status : Single
Visa Status : Visit Visa
Languages known : English, Hindi, Kannada, Tulu,