

Naveen Kharvi *Finance Executive*

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🚩 Indian

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Profile

A fun-loving guy with loads of appetite when it comes to making friends. A skilled communicator, able to maintain cultural sensitivity and establish rapport with members of diverse groups. Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic

- I have a two-year UAE experience in both accounts and finance executive in free zone-based Logistics & It distribution company.
- MBA in Finance and also financial analyst with 3 years professional experience in Accounts receivable and Account Payable process in India.
- Experience of working under minimum supervision, managing teams and Meeting deadline

Professional Experience

Finance Executive, Newcom Computer Systems LLC 05/2021 – 12/2022 | Dubai, UAE

- Invoicing for Division – IR Channel, VAD, Retail, Etail and Bahrain
- Responsible for day-to-day accounts activities
- Analyze costs, pricing, variable contributions, sales results, and the company s actual performance compared to the business plans.
- Inventory management and taking care the export related documents
- Daily Bank reconciliation of all banks – ADCB, ENBD and RAK
- Petty Cash Management and cheques management
- Internal Auditing
- Preparation of various financial reports as per accounting and finance best practices
- Arranging and coordinating with customer for cash collection
- Reconciliation of All the Debtors and Vendors Account
- Sales reports – All division on weekly basis
- Follow up on outstanding with the sales team and customers
- Quarterly stock checking and adjusting excess and shorts
- Issuing replacement unit invoices or credit notes an sales return
- Salary / Payroll preparation (familiar with WPS)
- Reconcile all accounts and maintain the batch register and balance daily to general ledger
- Attend all internal or external meetings in order to avoid any future discrepancies on billing.
- Advanced MS Excel skills including Vlookups and pivot tables
- Helps with accruals and prepayments of expenses & prepares month end adjusting journal entries.
- Creates historical records by payment voucher & documenting all accounts payable transactions.
- Maintains controls over all supporting documents of payments.

Accounts assistant cum operational executive,

11/2019 – 01/2021 | Dubai, UAE

Thomsun Mercantile & Marine LLC

- Reconciliation of CDR and DPA job wise booking
- Agent payment processing
- LPO processing and send to vendors
- Account receivables – payment follows based on ageing report
- Cash receipt entry posting
- Invoicing for jobcard, warehouse storage and handling charges
- DEWA bill, ETISALAT bills purchase booking and payment
- Purchase booking – Transport and all other vendors
- Credit card bills booking
- Generating weekly ageing and salesmen report and present in meeting
- Reconciling the cash, credit card collection on daily basis. Reconciling the debtor/partner receivables on daily, weekly and monthly basis.
- Verifying payments received and posted & settled correctly against respective bills/ invoices.
- Support Accounts Supervisor/ Senior Accounts assistant in the billing and account reconciliation process, by downloading the data from revenue accounting and financial systems.
- Timely reconciliation of credit card receipts to the Statements from the Network provider.
- Other monthly details report such as – Salik, ETISALAT
- Customs clearance – Passing BOE as per declaration
- Booking inspection if required
- Arranging transportation as per customer requirement

Finance Analyst, Gallagher service Center, Bangalore

12/2016 – 10/2019 | Bangalore, India

- Downloading checks, wires and convenience payments from Banks
- Recording checks, wires and convenience payments against invoices in batches.
- Validate AR batches and posting
- Recording un-applied funds in suspense account.
- To resolve agent's queries on invoices, payments received.
- Sending PDN (Past Due Notices) to unpaid insured and agents.
- Performing positive pay Activity
- Bank Reconciliation Activity
- Addressing rush request received through mails within Turnaround time.
- Resolve invoice discrepancies.
- Generating Invoice due received report on a daily basis to sort out payment to be made to the company
- Sort and match invoices as per client funds and set up invoices for payment.
- Process refund requests to the client.
- Prepare and process accounts payable checks to the company
- Monitor accounts to ensure payments are made up to date.
- Validating Brokers payments and Inter-Company Payments
- Validating & Posting the Payments to right Bank Account by logging in to respective Bank Locations.

Languages

English	● ● ● ● ●	Hindi	● ● ● ● ●
Kannada	● ● ● ● ●	Konkani	● ● ● ● ●
Tulu	● ● ● ● ●		

Certificates

PGDCA

The computer training in "office management course" and Microsoft office, Tally ERP VAT and Quick book

Interests

Painting, Sports, Dance, Trucking, Listening Music, Gym

Courses

MBA IN FINANCE,

03/2014 – 09/2016 | Manglore, India

Justice K.S Hegde Institute of Management

Bachelor of Commerce (BCOM),

05/2011 – 01/2014 | Udupi, India

Dr. B.B hedge First grade college Kundapura

Awards

Super Star, Gallagher Service Center

06/06/2018

For Error less production and Supporting the AP MIS team in auditing and worked for newly transition project.