



Navaneeth Thekkekara

205, Refaa 250, Al Raffa, Burdubai, UAE

navaneeth.chandran2023@gmail.com | +971568074927 | DoB: 19/03/1991

Date of birth : 19/03/1991

Gender : Male

Nationality : Indian

Marital single

Passport No : M8327211

Visa : Work Visa D P World Logistics

Professional Experience

D P World Logistics UAE

09/23 - present

Operations Support

- Import, Export and Transshipment container verification and updation in the system
- Live monitoring of loading and unloading of containers both physically and camera view and crosscheck with the data in the system
- Maintaining safety guidelines and following instructions given by the Supervisor during field operations

Eastea Chai Private Limited (Group Meeran) | Cochin, India

04/22 - 03/23

Accounts Executive (Exports And Operations)

- Export Sales Invoicing & Accounting, Voucher preparation and Maintenance in Tally & Odoo ERP
- Logistics and operations Export and Imports order processing & weight, volume or cost calculation
- Assist in managing the overall accounting activities and manage accounts payable and receivable and ensure timely payments and collections.
- Export and Import documentation, Debtors and Creditors Reconciliation, Forex Gain or Loss Computation
- Stayed on top of shipment locations and current status & update to customers
- Maintained open communication with global locations to facilitate smooth collaboration
- Order processing, sales order generation from quotations received from distributors in GCC countries
- Attend to customer queries, needs and meetings. Understanding their requirements and providing quick response and solutions

Dokania & Co Chartered Accountants | Bangalore

07/17 - 03/22

Accounts Executive

- Invoice validation as per Finance needs
- Assist office staff in maintaining files and data base
- Logistics and operations Export and Imports documentation verification
- Good in costing and preparing quotation as per business requirement.
- Provide general administrative and clerical support including mailing, scanning and printing etc.
- Prepare and modify documents as per Manager's requirements
- Training new staff regarding basic knowledge regarding admin work and daily office activities
- General Accounting, Internal Audit, Tax Audit, Tally ERP
- GST Filing, GST Audit, GST Reconciliation in Excel with Vlookup, Pivot table, Sumifs
- Finalisation of Accounts, Depreciation, Taxation

- Handled general accounting process in TALLY, Maintain office supplies for the department
- Lpo création , follow up, Invoice validation etc, Answer calls from suppliers and customers regarding orders and other enquiries.
- Preparation of reports and other documents for the department, Petty cash handling, Sodexo & Swipe machine transactions
- Bank reconciliation, vendor reconciliation stock valuation, Maintain electronic and hardcopy filing system
- Perform data entry and validation, Sales and purchase invoicing and monitoring order and follow ups

Education

Institute of Cost Accountants of India
ICWAI INTERMEDIATE

06/12 - 12/13

Calicut University
Batchelor Of Commerce - 73%

04/09 - 06/12

Kendriya Vidyalaya Ottapalam
XII Commerce - 71%

04/08 - 03/09

Professional Summary

- An enthusiastic Accountant cum admin executive with more than six years of experience in finance, sales and purchase departments specialisation in accounting, auditing and other admin related documentations for finance department in diverse organizations.

Key Skills

- Tally ERP
- Excel: Vlookup, Pivot table, Sumifs, MIS reports
- Odoo ERP
- GAAP Guidelines Knowledge
- Compliance Understanding
- Audit Processes
- Document preparation
- Office admin
- Customer relationship
- Product enquiry
- Sales and purchase trend analysis and reporting

Declaration

- I here by declare that all the details furnished above are true and best of my knowledge