

## CURRICULUM-VITAE

### **NITISH NARWAL**

Plot No.12,Sethi Enclave,Part-1,Mohan Gardan,

Uttam Nagar,New Delhi-110059

Email: - narwalnitish@gmail.com

Mobile: - 7827013844

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### Work Experience: -

S.NO	JOB PROFILE / DESIGNATION	COMPANY NAME	DURATION	Work Experience	LOCATION
1	Accountant	SEAWAYS SHIPPING & LOGISTICS LTD	6th July2017, till date	4 year 5 months and till date	Bhikaji Cama Place,New Delhi
2	Accounts Executive	HTL LOGISTICS INDIA PVT LTD- on Third Party Payroll	10th July 2016 to 05 July 2017	1years	DWARKA SEC-12, New Delhi

### Key Responsibilities: -

#### ✓ FUND PLANNING AND MANAGEMENT

1. Planning and Managing Cash on Daily and Weekly basis
2. Follow ups with Clients and Debtors for payments
3. Maintaining CONCOR PDA
4. Other Financial Planning

#### ✓ ACCOUNTS RECEIVABLE

1. Raising Debtor Invoices
2. Passing Receipt entries of Receipts from local and overseas Customers.
3. Reconciliation of Customer Accounts.
4. Coordinating and Follow up with customers for payments and payment details.
5. Preparing Debtors Reports
6. Coordinate with customers for any discrepancy related to invoices.



7. Other Receivables related activities.

✓ **ACCOUNTS PAYABLE**

1. Raising Debtor Invoices
2. Passing Receipt entries of Receipts from local and overseas Customers.
3. Reconciliation of Customer Accounts.
4. Coordinating and Follow up with customers for payments and payment details.
5. Preparing Debtors Reports
6. Coordinate with customers for any discrepancy related to invoices.
7. Other Receivables related activities.

✓ **CASH MANAGEMENT**

1. Cash Handling & Distribution of cash towards various purposes
2. Maintaining Cash book on daily basis
3. Processing Employee's Expenses Reimbursement vouchers
4. Arranging Withdrawals and Deposits of cash
5. Maintaining Employee's Imprest Control Account
6. Other Cash Related Activities

✓ **OTHER ACCOUNTING ACTIVITIES**

1. Coordination with ERP Team for any errors occurred.
2. Preparing GST reports Occasionally.
3. Maintaining of Cheque books, and RTGS Letters.
4. Coordination with Staff for their requirements.
5. Coordination with Sales team for their clients accounting related queries.
6. Coordination with management for required financial reports and statements.
7. Coordination with management for approvals of payments.

**Career Objectives: -**

- I aspire to join an organization that provides me with adequate challenges and opportunities to grow not only as a professional but as a person also.

- To use my skills in the best possible way for achieving the company's goals

**Academic Qualification: -**

- MBA (FINANCE) from Sikkim Manipal University 2018
- B. Com (Prog.), DELHI UNIVERSITY, in 2013
- 12<sup>th</sup> from CBSE Board Delhi. In 2010
- 10<sup>th</sup> from CBSE Board Delhi. In 2008

**Additional Knowledge and Qualifications: -**

- Computer Basics-MS Office
- Basic knowledge of working on Internet. Excel, Outlook.

**Knowledge of Software and Accounting Packages: -**

- Microsoft Dynamics AX (ERP)
- Microsoft Outlook
- Cargo wise (wise tech)

**Areas of Interest: -**

- Logistics/Freight forwarding
- Shipping – import / export
- Banking & Finance
- Accounting
- Social Networking
- Internet Marketing

**Hobbies: -**

- Photography
- Social Networking

- Traveling

**Personal Details:-**

- Father's Name : Mr. Dharmanand
- Date of Birth : 24<sup>th</sup> April 1993
- Religion : Hindu
- Nationality : Indian
- Marital Status : Married
- Gender : Male
- Languages known : Hindi & English

**Declaration :-**

I hereby declare that the information furnished above is true to the best of my knowledge.

**DATE:**

**PLACE: NEW DELHI**

**(NITISH NARWAL)**