

HARIKARAN. C

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Professional Snapshot

Highly-motivated individual with about one and a half - year of experience in accounts and six months of experience as a quality checker. Skilled at handling balance sheets along with knowledge and understanding of various accounting types. Ability to effectively and professionally communicate with people. My distinctive strengths are strong commitment to duty, hardworking, strategic agility and drive for results. Always have a burning desire to learn more and face greater challenges.

Areas of Interest

- Accounts Receivable.
- Accounts Payable.
- Transaction processing.
- General Accounting.

Experience Chronology

QUALITY CHECKER - Haqdarshak Empowerment Solutions Private Limited [Dec 2020 – Till date]

RESPONSIBILITIES

- ⇒ Ability to make out bound calls and interact with our existing citizens who are the beneficiary of our services.
- ⇒ Verify and cross check customer details by making calls, based on the data proof provided by the operations team.
- ⇒ Ensure that quality check is conducted in an effective and professional manner, in accordance with the established policies and procedures.
- ⇒ Ability to effectively and professionally communicate with persons of all backgrounds.
- ⇒ Maintain all call logs/voice records with daily reports to the Line Manager & concerned teams.

Other Responsibility:

- ⇒ Understand in of privacy issues and regulations and ability to maintain strict client confidentiality

ACCOUNTS ASSISTANT – Eden fashion Tirupur [April 2019–September 2020]

RESPONSIBILITIES

- ⇒ Prepared analysis of Accounts.
- ⇒ Handled all computer related work.
- ⇒ Prepared documents, reports and statements.
- ⇒ Done documentation and File Maintenance, Journal entry.
- ⇒ Prepared invoice and Handle Petty Cash.
- ⇒ Responsible for Cash or Bank Payment Vouchers.
- ⇒ Reviewed & Collect Invoices.
- ⇒ Followed up with existing customer business.
- ⇒ Followed up with customers payments.
- ⇒ Coordinated with collection & Billing executives.
- ⇒ Corresponded with Vendors through Phone calls, e-mails and respond to queries.
- ⇒ Prepared & Produced Monthly Reports, Payable Reconciliation and Preparing Schedule of Suppliers Outstanding Statement, Bank Reconciliation-Preparation and Verification of statement of Bank Reconciliation.

Internships

MARKETING INTERN - Bajaj pulsar DTS-I Motor – Bangalore [December 2018 – April 2019]

- ⇒ Supported in the development of customer facing propositions and initiatives to drive acquisition and customer retention.
- ⇒ Identified product improvements by current industry trends, market activities, and competitors.
- ⇒ Performed competitor analysis, market research and built customer profiles whilst highlighting risks and concerns.
- ⇒ Prepared pilot study by collecting, analyzing and summarizing information based on customer feedback about Pulsar DTS-I Bike.

ACCOUNTS TRAINEE- LB Creation, Tirupur [June 2018 –July 2018]

- ⇒ Been a part of the technical team and made planning for production cost.
- ⇒ Worked in bill clearing section and also debit and credit system for day to day expenses of the company.
- ⇒ Planned cost for design, CAD and cutting departments.
- ⇒ Checking goods inwards and purchase of office furniture and equipment.

Education

- MBA (Marketing & Finance) in SNS College of Technology (Autonomous) Coimbatore. Affiliated to Anna University in the year (2017- 2019) with 7.5 CGPA.
- B.COM (PA) – SNR Sons College of Arts & Science Coimbatore. Affiliated to Bharathiyar University in the year (2013 – 2016) with 5.9 CGPA.

Achievements

- Attained certification for 100% attendance during 1st year of Management studies.
- Attained certifications for participating in inter school competition.

Technical Exposure

Computer skills : MS Excel, MS Word, MS PowerPoint
Software skills : Tally ERP9

Personal Particulars

Date of Birth : 07/July/ 1996
Gender : Male
Marital Status : Single
Language : Tamil, English, Telugu

(C.HARIKARAN)