



# NAVEEN BALAKRISHNAN

## ACCOUNTANT

### PROFESSIONAL SUMMARY

To seek a responsible and challenging position within a reputed organization and invest all my professional skills, qualifications, and experience to the optimum level, to facilitate continued career growth and to produce the best results for the Organization. Over 9.5 years of experience in Accounts Receivables & Accounts Payable. The task performed under my role is preparing AR & AP aging reports, recording payments & receipts in the system, preparing invoices & purchase orders. Proficiency in Microsoft Visual FoxPro software and Good exposure of performing assigned jobs with minimum supervision.

### EDUCATION

**INSTITUTE OF FINANCE, BANKING & INSURANCE, Mysore, Karnataka**  
**Post Graduate Diploma in Banking**  
November 2011 - February 2012

- Practical training in Finacle Software
- Internship in ICICI Bank

**JSS COLLEGE OF ARTS, COMMERCE & SCIENCE, Mysore Karnataka**  
**Bachelor of commerce**  
June 2008 - May 2011

- Subject specialized in Accounts & Banking

### WORK EXPERIENCE

**Al Noor Medical Store LLC – Sharjah – Accountant**

FEBRUARY 2014 - Present

- Creating Accounts, keeping records of customer's business license and other registration details.
- Recording customer's invoices, credit notes, payment and discounts
- Ensuring all invoices and credit notes are perfectly documented
- Effectively Implementing credit policy of the company.
- Highlighting, if any delays in payment by customers.
- Payment follow-up, reporting doubtful debts
- Preparing aging report & monthly collection forecasts v/s actual collection.
- Coordinating with the sales team.
- Reconciliation of accounts payable & receivable.

**ICICI BANK –Bangalore- Customer Service Officer**

November 2011 - June 2012

- Promote bank products and services
- Maintain customer database and update periodically
- Maintain and manage existing accounts
- accept cash or money orders deposited by customers, credit customers' accounts and issue receipts and statements.

### CONTACT

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### SKILLS

- MS Word
- MS Excel (V-lookup, Pivot tables)
- Tally ERP 9
- Finacle
- Microsoft Visual FoxPro
- Administrative support
- Self-motivated professional
- Can adapt Multi-tasking

### HOBBIES

- Cooking
- Travelling
- Drawing
- Reading

### LANGUAGES

- English
- Malayalam
- Hindi
- Kannada
- Tamil

### PERSONAL DETAILS

Visa Status: Employment Visa

Date of Birth: 16-12-1989

Gender: Male

Marital Status: Single

Passport No: L1362623

Driving License: Yes