

PRIYANSHU SINHA

ACCOUNTS & FINANCE

CONTACT

97176-23870

Sinha.priya1998@gmail.com

Address: B-84, S/F, Street-10, Shashi Garden, Mayur Vihar, Phase-1

PROFILE

Dedicated and results-driven Accounts and Finance Executive with almost 2 years of experience in logistics industry. Adept at managing financial operations, optimizing processes, and ensuring compliance with industry regulations. Seeking to contribute my skills, knowledge and drive for excellence to a dynamic logistics organization.

SKILLS

- Microsoft Excel
- Financial Recording
- Tally Prime
- Taxation- GST
- Payment Processing
- Verbal and written communication
- Customer Service
- Continual Learning
- Cost Analysis

EDUCATION

IGNOU-2022-2024
M.COM

**SCHOOL OF OPEN
LEARNING-DU-2017-2020**
Bachelor of Commerce

**Andhra Education
society, ITO**
2016-High School (XII)
2014-Middle School (x)

EXPERIENCE

Finance and Accounts- Sr.Executive

From: February 2022 to ongoing

PAFEX (Prakash Air freight India Pvt Ltd)

- Maintaining all the shipments data of PAN India
- Generating accurate sales invoice
- Accounts Receivable and Payable Management
- Financial Recording and Reconciliation
- Credit control and Revenue assurance
- GST and TDS computation to assist compliance
- Vendor management and Invoice validation
- Ledger and Bank reconciliation
- Expense management and Budget control
- Payroll disbursement
- Timely customer grievance redressal.
-

LANGUAGE:

- English: written and Verbal proficiency
- Hindi : Native Language