

ABHAY DAKOUR

ADDITIONAL INFORMATION

5th September 1993
Married

OBJECTIVE

To serve with my best to the organization and to learn new skills, build up knowledge with a team effort. To dedicate and commit myself to an organization that provides me an opportunity to use my skills that I can contribute to the organization.

EDUCATION

Subharti University

2021

Bachelor of Commerce

CBSE

2011

Intermediate
52%

CBSE

2009

Matriculation
53%

EXPERIENCE

Sagacious Research Pvt Ltd

Feb 2024 - Present

Accounts Executive

- Monitoring client's accounts to ensure that the payments are correctly applied and received in a timely manner.
- Managing the month end closing process, ensuring all accounts were reconciled and accurate.
- Resolving a backlog of overdue payments.
- Managing the monthly sales process currency wise (INR, USD, JPY, GBP, EUR, CAD), ensuring all sales were booked accurately.
- Creating Proforma and Tax Invoicing as well as E-Invoicing according to the client's requirements.
- Engaging clearance of Suspense Accounts.
- Creating Billing Tracker weekly reports.
- Handling different portals as per company requirements i.e Tally Prime, Portals (MERCEDES, ATHER, ERICSSON, AMAZON, BABY SAFETY, HERO MOTO) and Govt E-Invoice portal.

Ashimara Housing Pvt Ltd

Oct 2022 - Feb 2024

Accounts Receivable Executive

- Maintaining YTD data according to the database.
- Generate revenue for the updated data.
- Maintaining Debtors according to the collection.
- Updated the identify amount in books.
- Maintaining duplicity of the updated amount.
- Maintaining reconciliation as per collection.
- Updating Bank/Cash/Online payments in CRM.
- Updating on Left/Active students to generate accurate revenue.
- Maintaining advanced payment in our database.
- Maintaining excess or less revenue according to the status of clients.
- Maintaining online payment confirmation to match bank.
- Maintaining Invoices according to collections.

STRENGTHS

- Dedication, Positive Attitude, Quick Learner
- Won RNR Rewards
- Able to work effectively as an independent or part of a team

CONTACT

@ yogiab345@gmail.com

7505693289

Noida,Uttar Pradesh,India

SKILLS

MS Office Tools (MS Word, MS Excel & MS PowerPoint)

Tally, ERP.9 and Tally Prime

Accounting

ACHIEVEMENTS & AWARDS

Received an award for being the Best performer in terms to meet the given targets.

Got promoted as an Accounts Executive to look after the newly hired agents and sometimes in absence of Manager.

LANGUAGES

English

Hindi

INTRESTS

Gyming

Gadgets

Travelling