




Abhay Tiwari

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OBJECTIVE

I am an energetic ambitious who has developed a mature & responsible approach to any task that i under take or situation that i am presented with. I am Excellent in working with other to achieve a certain objective on time excellence.

EXPERIENCE

Aug 2022
- Jan
2024

- **Account Executive**
Taxaj Corporate Service LLP
 - Processed high volumes of invoices weekly for multiple companies using Microsoft Excel, Busy, QuickBooks, and Tally Erp.
 - Conducted data entry and account reconciliation tasks, ensuring accuracy and timely payments.
 - Executed check runs, coded invoices, and utilized CMIS software.
 - Monitored customer credit accounts and collected delinquent payments.
 - Communicated effectively with team members and adapted to various invoice processing methods.
 - Managed full cycle accounting processes for a portfolio of clients.
 - Assisted in the preparation of financial statements and budgets.
 - Reconcile bank account and general ledger account on a monthly basis.
 - Developed and maintained internal control to ensure the accuracy and reliability of financial data.

EDUCATION

2022

- **BACHELOR OF COMMERCE (Honours)**
INTEGRAL UNIVERSITY

SKILLS

Financial Analyst

100%

Tax Planning

100%

Accounting Principles & VAT

100%

MS EXCEL :- MAINTAIN RECORDS

100%

Budgeting

100%

Auditing

100%

Financial Reporting

100%

Data Analysis

100%

ACHIEVEMENTS & AWARDS

- Successfully managed and processed invoices in a timely manner, reducing backlog and improving payment cycles.
- Successfully completed a Tally ERP course from February 2022 to March 2022, with certification issued by LearnVern.
- "Proficient in using four accounting software platforms, BUSY, Tally, Zoho and QuickBooks with practical experience in all."
- Improved accuracy in accounts payable through diligent data entry and reconciliation efforts. Enhanced team collaboration and communication, leading to more efficient processing and issue resolution.
- Contributed to the collection of overdue payments, positively impacting the organization's financial health.

INTERESTS

- Cricket
- Stock Market
- Video Game

LANGUAGES

- English - Fluent (Reading, Writing & Speaking),
- Hindi - Fluent (Reading, Writing & Speaking)

PERSONAL DETAILS

- Date of Birth : 30/12/2002
- Marital Status : Single
- Nationality : Indian
- Passport : V7565668
- Driving Licence : UP52 20210011512
- Place : Deoria