

Mohd Arsh






ACCOUNT EXECUTIVE

PERSONAL INFO

I am a passionate Account Executive and I having expertise of a years. I work closely with my colleague in developing strong brand identities that define and exhibit values, and also professional visual entities to define your tone. I am a strong team player and a social butterfly.

CONTACT

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New Delhi-110086





SKILLS

- Accountancy
- Tally Operator
- Busy Operator
- Data entry Operator
- Bank Reconciliation
- Purchase & Sale
- Financial Analyst
- Daily Transactions Recording
- Cash Managment
- Fastag Activation Process
- Accounting & Bookkeeping
- Knowledge of Debit & credit


PERSONALITY SKILLS

- Communication Skill
- Adaptability
- Interpersonal Skills
- Good behaviour with seniors
- Supportive & Cooperative
- Time Management

EDUCATION

-  **Complete Accounting Busy with GST** **2021**
Private Institute
-  **Complete Accounting Tally With GST** **2021**
Private Institute
-  **Student of Bachelors of commerce** **2022-present**
School of open learning
-  **Understanding Key Account Management** **JULY 2024**
Alison.com-(online)

EXPERIENCE

-  **Account Executive** **2024-2025**
Liftech India Pvt Ltd. (Volkswagen)
 - Worked as a Account Executive in volkswagen
 - Vehicle sale invoice bills
 - Done Data entry
 - Vehicle purchase entry
 - Bank Reconciliation statement
 - Fastag Activation
 - Cash Management
 - Daybook voucher & Receipt
 - Daily day to day transactions Recording & book Keeping
 - Credit card Reconciliation

REFERENCE

- **Wasim Ahmad - HR, Volkswagen**
wasimevaz@gmail.com **+91-9999129286**
- **Daya Shankar - M. Sc in Botany Hons**
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