

PASTE

IMAGE

HERE

Harish Sethi

#567 Sector 34A

Chandigarh.

Phone No. 78456*****

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Career Summary

- MBA -Finance with 8 years experience in the field of accounts & finance.
- Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS, Exports Management and export document negotiation.
- Good relationship management & negotiation skills in liaising with Banks, other financial institutions and various regulatory authorities.

Key Skills.

- Preparing Annual Budget and forecasting trends..
- Effective Cash Flow Management.
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
- Getting control accounts reconciled and sorting out the discrepancies
- Implementing training courses for new recruit.

Achievements

- Successfully developed MIS reports on raw material consumption and influenced the top management of "ABC Co." to take corrective actions in the year 2010.
- Reduction in Bank charges for LC opening, commission of export bills, marine insurance & ECGC premium enhancing the profit in the year 2009 for "ABC Co. Ltd.

Educational Qualifications

- MBA – Finance from XXXX University in XXXX
- Well Versed with SAP, Tally Version 9, Oracle and Windows.
- 12th from ABC Board in 20** with XX % Marks.
- 10th from XYZ Board in 20** with XX% Marks.

Computer Knowledge

Operating Systems: Windows 98/ Windows XP

Packages: MS Office, SAP, Oracle and Tally

Personal Details

Name : Harish Sethi

Father's Name : Mr. Sukhdev Kumar
Date of birth : 17th August 1993
Nationality : Indian
Marital Status : Single
Languages known : English, Hindi, Punjabi

Place:
Date:

SIGNATURE