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Naveen Acharya

No: 1-36
Kumragodu Village
Brahmavara Udupi,
Karnataka -5762130

ABOUT ME



Objective

My objective is to achieve a position in an organization where I have the opportunity to grow up along with that organization and reach the top position through hard working. I am looking for a steady and gradual growth through building a strong foundation.

EDUCATION

Bachelor, Commerce

S.R.S.M.N.G.F.G Collage Barkur
Mangalore University
Udupi, Karnataka

Graduated, May 2013
Marks 55%

10+2

SMS PU Collage Brahmavara
Karnataka State Board
Udupi, Karnataka

Graduated, July 2004
Marks 57%

QUALIFICATIONS AFFILIATIONS



- Attended State level Skill development program organized by Dept of Collegiate Education Govt of Karnataka.
- Good functional knowledge in Accounting Packages in TALLY, & ERP.
- Holding NCC A, B and C Certificates.
- Attended national-level NCC camp at Tirupati.

CAREER HIGHLIGHTS



Joined as a Branch accountant at Vasana Eye Care Hospital. Handle complete branch transactions. Promoted as Zone level auditor for Stock checking, and accountings of various branches. Attending Quarterly branch Executive summary meetings of the zone level.

Joined NU Hospitals on Nov 2014 as an Accounts Executive, and was promoted as Assist Manager Accounts in 2020, taking in charge of the Payable team, Handling the projects, and handling statutory compliances.

Currently Working in Janatha Fish Meal and Oil Products as an Assistant Manager Accounts, handling All statutory & internal Audit compliances of Janatha Groups companies & accounts dept activities and taking care of SAP implementation all over the company.

SKILLS



- Good functional knowledge in Accounting Packages in TALLY, SAP & ERP.
- Having excellent holding in Microsoft Office 2017 like MS Excel, MS Word, MS PowerPoint, Etc.
- Good leadership quality. Positive attitude. Ability to Work under Pressure.
- Effective management and skill, leadership quality, teamwork, good communication.

**WORK
EXPERIENCE**



January 2021 – Current

Assistant Manager- Accounts

Janatha Fish Meal & Oil Products Kota
Udupi, Karnataka.

Joined Janatha Fish Meal & Oil Products and it is sister concerned firm an Internal Audit team on January 2021 and Promoted to Assistant Manager of Finance and Accounts. Currently leading the accounts team and Statutory compliances and Verification of Books of Accounts, the Implementation process of ERP System (SAP) and Improvements and upgradation of Business internal Processes. Roles and responsible as follows,

- Verification and authorized the Books of Accounts
- Supervising complete team accounts for all processes and smooth functions of Dept, and improvisation of software and Dept process for upgradation.
- Handle the filing and reports of monthly TDS, GST, PF, ESIC, PT and other Statutory compliances.
- Periodical Audit of Stocks and Raw materials.
- Co-ordinate with Statutory auditor for audit requirements.
- Monthly MIS and Business Analysis report submission to Management.
- Handling the ERP Implementation and upgradation of Processes.
- Visiting all the other sister concern units for Internal Audit and books verification.
- And any other management requirements.

December 2014 – January 2021

Assistant Manager- Accounts

NU Hospitals Pvt Ltd Bangalore,
Karnataka.

Joined NU Hospitals Pvt Limited as an Accounts Executive on December 2014, and promoted as a Senior Accounts executive from April 2017. And Promoted as Assistant Manager Accounts on April 2020. Currently leading the accounts team and Statutory compliances and supporting to auditors. Roles and responsible as follows,

- Supervising complete team accounts for all process and smooth function of Dept.
- Handle the filing and reports of monthly TDS, GST, PF, ESIC, PT and other Statutory compliances.
- Preparation and submission of monthly reports like Profit and Loss account, Balance sheet, MIS, Etc. to Management.
- Co-ordinate with auditor for audit requirements.
- Handling the Projects accounting and invoicing submission to Customer and handle the International Branch accounts book.
- Co- ordinate with HR Dept for monthly Salary and professional Fees process.
- Looking after Stock and Asset audits and reports quarterly and finalization as per management requirement.
- Training & guiding juniors for accounting and Approval of accountings.
- Approval of vendor payments and handle the Vendor books reconciliation.
- Observing and correcting the daily accountings of juniors.
- Preparation of fund flow statement and manage the payment schedules.

August 2013 – November 2014

Branch Accountant

Vasan Healthcare Pvt Ltd
Bangalore, Karnataka

Joined as Branch accountant on August 2013. Handle the branch transactions solely.

- Collecting the cash from various dept and depositing to bank.
- Accounting the daily cash transactions, vendor payments, and expenses booking in software.
- Handle the petty cash, distribution of vendors cheques.
- Handling Stock audit of various depts within the branch.
- Auditing of various branches as per management instruction.
- Preparation of various reports and submitting to management.
- Attending the quarterly meeting of Zone level.

**COMPUTER
PROFICIENCY**

- MS Word 2016
 - MS Excel 2016
 - MS Power Point
 - Tally
 - Worked in HMIS, SAP, & HIS.
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LANGUAGES

- Kannada
 - English
 - Hindi
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**PERSONAL
INTERESTS**

- Playing cricket
 - Listening music
 - Bike ride
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**PERSONAL
DETAILS**

Father: Mr. Vasudeva Acharya Marital Status: Single
Birthday: March 24, 1993 Nationality: Indian
Gender: Male

MY ADDRESS

No 1-36,
Kumragodu Village,
Brahmavara, Udupi
Karnataka -576213.

Declaration

I, Naveen Acharya, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Naveen Acharya

Place: Udupi, Karnataka
Date: