

RAVI MISHRA
3322 Rangoon Apartments
Sarjapur Road
Bangalore 560 082

P: 5130 9292 M: 98452 33412 e-mail:rm@gmail.com

OBJECTIVE:

Accounts Executive with Management Degree seeking middle management level position in an international firm

WORK HISTORY:

November 1993 – January 25, 2008

Manager-Payable Processing NATIONAL WRITING SERVICES

KEY RESPONSIBILITIES:

- Receiving and checking the bills for approval
- Passing journal vouchers, payment vouchers.
- Issuing cheques
- Costing
- Organizing company meetings
- Reconciliation of books
- Attending party enquiries for payments.

ACHIEVEMENTS:

- Appreciated for maintaining a paperless office
- Motivated, trained and kept up the spirit within my team even during the times our company faced difficulties such as shortage of staff
- Brought down operating costs in my department by cutting down on print-outs and other cost-effective administrative practices
- Achieved set targets even with minimum workforce
- Brought down errors in bills

April 1992 - October 1993

Personal Assistant RANGOON VILLA BUILDERS

KEY RESPONSIBILITIES:

- Maintain front office customer relations
- Book Keeping
- Managed regular office administration
- Maintaining Ledger
- Accompanying MD on Tours
- Assisting & accompanying Accountant-Sales Tax Assessment

ACHIEVEMENTS:

- Appreciated for organizing an efficient office routine within a short span of time
- Good customer relations

SUMMARY OF SKILLS:

- Excellent organizational skills
- Ability to work under pressure
- Effective team player with motivational skills
- Insists on punctuality and achieving set targets
- Efficient office administrator
- Great interpersonal skills
- Capable of multi-tasking and taking on additional responsibilities

EDUCATION:

| | |
|------|--|
| 2002 | Diploma in Marketing Management, Andhra University |
| 1989 | B.Com Christ College, Bangalore University |