

AJAY KUMAR ARYA

INTERNAL ACCOUNTS & OPERATION AUDITOR

PROFESSIONAL SUMMARY

Pursuing full-time role that presents professional challenges and leverages interpersonal skills, effective time management, and problem-solving expertise.

CONTACT

Phone: +91 9568449978

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Email: ajayarya1316@gmail.com

SKILLS

1. Account Management
2. Account Servicing
3. Problem Solving
4. Customer Servicing
5. Vendor Management
6. Oracle ERP

WORK EXPERIENCE

Accounts Executive | 2023 -2025

OM LOGISTICS LTD.

- Trained junior team members on best practices for account executive responsibilities, fostering a collaborative work environment focused on continuous improvement.
- Cash handling and Accounting.
- Mathadi labour bills verify & proceeds payments.
- Long route vehicle vendor bills verifying and proceeds payments..
- Local route pick up & delivery lorry vendor bills verifying.
- Working on vehicle Utilization (long & local Route).
- Attached & market Vehicle vendor bill Verification.
- Warehouse & Vendors Gst bills Punch.
- Operation , compliance & financial audits in eight branches monthly audits.
- Managing Account Payable & Receivable.
- Bank & branch reconciliation.
- Sundry creditors & Vendors Ledger Verifying.
- Verification of Bills, supporting documents, relevant approvals.

Executive | 2020-2022

Delhivery PVT. LTD.

- Distribute numerous packages to specific locations within a given time frame.
- Developing and implementing knowledge management strategy
- Worked with coworkers to complete tasks.
- orative work environment focused on continuous improvement.

ACADEMIC DETAILS

Bachelors of Science (2018-2021) - Shree Dauji Maharaj Degree College,Agra

Intermediate (2017-2018) - Dr. Rajendra Prasad Inter College,Agra

High-school (2015-2016) - Dr. Rajendra Prasad Inter College,Agra

LANGAUGES

English and Hindi

PERSONAL DETAILS

Date of Birth : 13-05-2002

Nationality : Indian

Gender : Male