

# **CURRICULUM VITAE**

## **BHAVESH PANCHAL**

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### **Work History**

- **Senior Executive Institutional Business (Tender Finance)** at **Troikaa Pharmaceuticals Limited, Ahmedabad** from June 08, 2020 to continue...
- **Manger-Accounts** at **Mangal Papers Pvt Ltd., Ahmedabad**, from January 18, 2019 to **June 06, 2020**.
- **Sr. Executive- Accounts** at **Screenotex Engineers Pvt. Ltd., ( SAP B1 Implementation Work)** Ahmedabad from May 14, 2018 to January 17, 2019.
- **Executive-Account** at **ARK Infosolutions Pvt. Ltd., Ahmedabad**, From May 12, 2014 to April 05, 2018.
- **Accounts Executive** at **Crystal Quinone Pvt.Ltd.,Ahmedabad**, From June 17, 2013 to May 10, 2014.

### **Key work Profile of Accounts/AP/AR/Taxation**

- I have Work Experience of **Tally ERP & SAP** Accounting Program.
- Work Experience of AR & Credit Controlling, In quest of challenging & good assignments in Account receivable, Management, Customer Relationship Management, Team Management with an organization of repute, In quest of challenging & good assignments in Account Payable (PR, PO, MIGO, MIRO, Vendor Invoice posting & etc) Stock Preparation, Self Preparation of GSTR 1 & GSTR 3B Return, GST Refund, GSTR 2A file Preparation for ITC, 26Q/24Q TDS return & Correction, VAT Return ,VAT Audit, VAT Assessment with CA/Tax Consultant, Self Preparation of New PAN/TAN Application, Bank Reconciliation & some Basic Knowledge of LC & Import/Export documents.
- **Work Experience in Account Payable (AP) Profile:** Review and verify of AP invoices with GR and check Vendor advance payment requests, GR process in MIGO & MIRO, Post payment invoices with required supporting documents, preparation and process of payment, reconciliation of accounts payable transactions, maintaining vendor's files, corresponding with vendors and respond to purchase inquiries/queries & also supporting documentation for Quarterly/Yearly audits.
- **Work Experience in Accounts Receivable (AR) Profile:** Post customer payments received by cash, Cheque, NEFT/RTGS, Direct deposit & Credit-Card transactions with verifying/tracking of due/over dues invoices & advance payment against SQ/PI, Preparation MIS for Monthly Checking AR customer's unpaid invoices, check credit situation to offer the credit or not, Setting up the terms and conditions of the receivable and payable balances & write off of irrecoverable receivables.
- **Work Experience in TDS & GST Return Profile:** File Preparation of GSTR 1 & GSTR-3B, Cross Check month wise GSTR 2A online for ITC & also assist for IGST Refund Documentation/Online cross check. Preparation of 26Q & 24Q monthly data for TDS payment & Quarterly TDS return filling of 26Q with correct PAN number of deducted. Give Quarterly form 16A to TDS deducted & correction of 26Q/24Q return if any issue in return filling. Handling VAT Assessment & Preparation of e-Way bill for Inter/Intra State Transaction.
- **Work Experience in Warehouse/Logistic department Profile:** Monitoring of material transport and on time delivery and legality, form 403/402/Eway bill submission & upload for transport purpose, Monthly check stock report with physical & check sort stock. Review, verify and reconcile with current report with programmed inventory and documentation.
- Support Assistant for LC , Import-Export Letter Preparation & Documentation.
- **Knowledge & Experience of** Computer Hardware & Networking Problem & Program Installation.

## Accounts/AR/AP/Taxation Work History

(5) Troikaa Pharmaceuticals Limited. Bodakdev, S.G.Highway, Ahmedabad., June 08, 2020 to Continue...

<b>Designation:</b>	<b>Senior Executive Institutional Business (Tender Finance)</b>
<b>A/c. Program:</b>	<b>SAP</b>
<b>About Company:</b>	<b>Pharmaceutical Company</b>
<b>AR Role</b>	<ul style="list-style-type: none"> <li>➤ Check every month PAN India Stockiest &amp; Government Institute Aging report (<b>Govt. means PAN india ESIC &amp; State government</b>) details &amp; payment follow-up with Stockiest &amp; Government Institute (With Liasoner/stockiest &amp; some time direct with govt. institute).</li> <li>➤ Check received government institute payment receipt details, recognize with outstanding/overdue payment &amp; check deductions details.</li> <li>➤ Check old UNRECOGNISED CREDIT received from ESIC/Government institute collection and share with Account department.</li> <li>➤ Prepared Monthly Ageing &amp; Collection report and represent it to HOD &amp; Finance team. Also mention a Plan for recovery for Outstanding/overdue Cases.</li> <li>➤ Prepare MIS for Collect advance/refinance cheque from stockiest against order placed for Government institute direct supply &amp; distributors supply.</li> <li>➤ Verification of GST TDS, Income Tax deducted by Government institute and share details with account department for 26AS verification purpose.</li> <li>➤ Prepare Outstanding letters to Government institute as per request by Stockiest.</li> <li>➤ Follow-up with finance for commission working as per payment receipt PAN india Government institute, verify the commission working as per agreed term sheet/agreement copy &amp; share with Stockiest for collection of commission invoice, check commission invoices as per received commission working, follow-up with account team for payment against submitted stockiest commission invoices &amp; etc.</li> <li>➤ Support with Legal team if overdue payment not received from government institute &amp; Claim Management / Legal action,</li> </ul>
<b>Tender Participate Role</b>	<ul style="list-style-type: none"> <li>➤ Check &amp; Participate government/Limited company tender received inquiry for <b>PAN India Cyanide Antidote Kit order &amp; Railway Tender</b>, prepare documents/order as per inquiry, follow-up for material invoicing &amp; dispatching purpose.</li> <li>➤ Check Product as per received order from Stockiest/government institute, direct billing, check Product quoted by tender in government/ESIC, Communication with Department if require support against products quoted in Government Institute tender.</li> </ul>
<b>Order Process Role:</b>	<ul style="list-style-type: none"> <li>➤ Support to update old/make new Quotation as per received order from ESIC/State Government institute &amp; make new Sales Order,</li> <li>➤ Update dispatch details on government portal as per dispatching material (Like RMSCL, AMSCL &amp; etc.). Prepare delivery as per require government institute.</li> <li>➤ Support CFA team about local billing, material delivery purpose, delivery challan purpose, local invoicing purpose &amp; etc,</li> </ul>
<b>MIS Role:</b>	<ul style="list-style-type: none"> <li>➤ Prepare MIS regarding of Tender Purchase order received from ESIC/Government, recognized total collection received ESIC/Government, Unidentified collection, Emergency Cyanide Antidote Kit customer sales data, Commission claim received from Stockiest, Commission claim issued by Finance department, update payment details against placed multiple products order received government institute &amp; etc.</li> </ul>

**(4) Mangal Papers Pvt Ltd. Iscon Circle, S.G.Highway, Ahmedabad., January 18, 2019 to June 06, 2020.**

<b>Designation:</b>	<b>Manger- Accounts</b>
<b>A/c. Program:</b>	<b>Tally ERP</b>
<b>About Company:</b>	Paper Industries
	<ul style="list-style-type: none"><li>➤ Reconciled accounts and resolved both internal variances and discrepancies in external documentation,</li><li>➤ Applied proper codes to invoices, files and receipts to keep records organized and easily searchable,</li><li>➤ Tracked all expenses and inventory purchases against budget guidelines,</li><li>➤ Prepared monthly reports, including payment and account reconciliations and financial statements,</li><li>➤ Screened company accounting system, including accounts receivable, accounts payable, payroll processing and general ledger,</li><li>➤ Managed all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements,</li><li>➤ Completing financial reports on a regular basis and providing information to the Directors,</li><li>➤ Completing every day bank reconciliations of bank accounts of Organizations and share collections reports to Sales Team and Directors,</li><li>➤ Prepare Daily/Weekly Papers Mills Payments and Weekly/Monthly Company routine expenses sheets and share to Directors,</li><li>➤ Self Preparation of TDS Deductions reports and Quarterly return filling,</li><li>➤ Preparation help to Monthly GSTR 1 and 3B return to Tax Consultants and Checking GSTR 2A report,</li><li>➤ E-Way bills generating &amp; other for sales/stock,</li><li>➤ Communicate with internal/external sales representatives and accounting/tax professionals as necessary to complete job duties.</li></ul>

**(3) Screenotex Engineers Pvt Ltd. Paldi-Kankaj, Ahmedabad., May 14, 2018 to January 17, 2019.**

<b>Designation:</b>	<b>Sr. Executive Account ( SAP B1 Implementation Work)</b>
<b>A/c. Program:</b>	<b>SAP B1 &amp; Tally ERP</b>
<b>About Company:</b>	<b>Manufacturer and Export of Flat Bed Screen Printing Machine</b>
	<ul style="list-style-type: none"><li>➤ SAP B1 Implementation Support, SAP B1 Crystal Report checking, Co-Operation with SAP Implementation Partner with necessary changes in Layout/Crystal report/ Statutory/Query Manager Report in Accounts, Store, Production &amp; Dispatch Department,</li><li>➤ Creating of Customer/Vendor masters with some necessary documents &amp; details with creditterm policy &amp; Checking customer's credit situation,</li><li>➤ Post Payment received from Cheque/NEFT/RTGS/Direct deposit transactions through,</li><li>➤ Bank Reconciliation of Incoming &amp; Out-Going Payment in SAP &amp; Tally,</li><li>➤ Self Preparation of GSTR 1 data file &amp; GSTR 3B for monthly return, check GSTR 2A data online for Input Tax Credit purpose as per purchase data, sent GSTR1 &amp; GSTR 3B file to CA for Monthly GST Return filling purpose,</li><li>➤ Check Statutory data in SAP/Tally for Monthly Return &amp; Tax Payment,</li><li>➤ Preparation of Customer Aging Report &amp; follow up Customer due/Outstanding Payment in montly basis due basis. Checking customer PO for SO approval with every details &amp; conditions of material &amp; also same like checking ledger receivables by totalling unpaid invoices.</li></ul>

**(2) ARK Infosolutions Pvt.Ltd. Thaltej, S.G. Highway, Ahmedabad. , May 12, 2014 to April 05, 2018.**

<b>Designation:</b>	<b>Executive Account– Gujarat Branch</b>
<b>A/c. Program:</b>	<b>SAP R3</b>
<b>About Company:</b>	<b>National Distributer of Media &amp; Entertainment, R &amp; D &amp; Education Software</b>
	<ul style="list-style-type: none"> <li>➤ Looking (SD) PR, PO, Service PO, Tax Invoice &amp; Service PO/Invoice of Software Product &amp; also Physical Product,</li> <li>➤ Entered customer order details into system, accepted payments and updated accounts, Maintained confidentiality of bank records and client information to prevent mishandling of data and potential breaches. Worked on all T-code of FI, FICO &amp; SD Modul,</li> <li>➤ Handling Branch Billing independently &amp; Preparation of VAT/GST return with Tax Consultant, Branch related wok &amp; also handling Administration work,</li> <li>➤ Booking of Vendor Invoice local Currency &amp; USD in SAP. MIGO &amp; MIRO,</li> <li>➤ Handling Banking Transaction of (FICO) entry level &amp; Collection level,</li> <li>➤ Coordinating with HO Credit controller team for collection outstanding payment&amp; follow up the over-due due payment,</li> <li>➤ Collaborate with the Senior Controller (HO) and Controller to maintain collection goals and general A/R performance levels. There should be a close liaison between the credit controller and the marketing/sales department so that credit issues are resolved smoothly,</li> <li>➤ Send out monthly client statements/letters as may be agreed from time to time, Propose write off of irrecoverable receivables &amp; Setting up the terms and conditions of the receivable and payable balances,</li> <li>➤ E-Way bills generating, 402/403 uploading &amp; issuing to in state &amp; other for sales/stock,</li> <li>➤ Preparation of Monthly VAT &amp; CST Return&amp;follow up “F” form &amp; “C” form Collection &amp; give form to vendor as per government policy,</li> <li>➤ Communicate with internal/external sales representatives and accounting/tax professionals as necessary to complete job duties,</li> <li>➤ Handling Branch AUDIT, Legal cases, Branch Agreement, Rent, Stock Audit,VAT Audit, VAT Assessment &amp; also handling of company’s Petty Cash account of Ahmedabad branch.</li> </ul>

**(1) Crystal Quinone Pvt Ltd. Vatva, G.I.D.C., Ahmedabad., June 17, 2013 to May 10, 2014**

<b>Designation:</b>	<b>Account Executive</b>
<b>A/c. Program:</b>	<b>SAP Business One</b>
<b>About Company:</b>	<b>Manufacturer of Food Chemical, Dyestuffs,Agro Chemical, Dye Intermediates &amp; Antioxidants</b>
	<ul style="list-style-type: none"> <li>➤ Daily Routine Work of Journal Exp. BillsEntry,Out-Going Payment Issue, In-Coming Payment Entry ,Monthly Bank Reconciliation&amp; etc.</li> <li>➤ Handling weekly AP SAP out-going payment &amp; maintain Payment Advise file &amp; also out-going cheque/NEFT/RTGS details MIS.</li> <li>➤ Review and verify invoices with GR &amp; Challan and check vendor payment term ,matchinvoices set invoices up for payment,enter and upload invoices into system,trackregular expenses and process expense reports&amp; payment, post transactions to journals ledgers and other records,reconcile accounts payable transactions monitor accounts to ensure payments are up to date, correspond with vendors if quarry. Create updating Weekly Payment Sheet &amp; issue cheque OR RTGS/NEFT, Prepare manual cheques as and when required, as per Director&amp; Purchase manager approved.</li> <li>➤ Handled AR Invoice Entry, Receive and verify invoices and requisitions for goods OR services, Book incoming payment through RTGS/NEFT or Cheque receipt, Maintain updated Sales files and file numbers, Maintain listing of accounts Receivable.</li> <li>➤ Preparation of Monthly VAT &amp; CST Return&amp; follow up “F” form &amp; “C” form Collection.</li> <li>➤ Preparation of TDS calculation for TDS return purpose &amp;return filling of 26Q with CA.</li> <li>➤ Maintain Inventory records, update records after inward &amp; outward movement of goods, Coordinate between the office, with other company Pant and transportation activities. Communicate with all concerned personnel.</li> <li>➤ Preparation for Paper Work of Plant Machinery Loan Documentation, Bank Account Opening, Personal &amp; Business Loan Documentation, Cheque Book Issuing latter, Party Payment Latter, Salary Transfer latter,RTGS Payment, Stop Payment Latter, Salary Transfer Latter &amp; etc.</li> </ul>

**Hobbies :**

- I like singing and I'm also a good singer. I participated in extracurricular activity at my college time & get certificate about it.

**Personal Abilities:**

- Good Communication and Documentation Skill.
- Must be able to effectively work with new and changing situations including new industry regulations; where there may not always be a readily apparent solution.
- Ability to handle the subordinate staff also co-ordinate with them and to co-operate them also.

**References:**

- Personal references will be furnished upon request.

**Education Qualifications :**

<u>Qualification</u>	<u>University / Board</u>	<u>Class</u>
<b>M.Com</b> (2010)	H.N.G.U., Patan	Second
<b>B.Com</b> (2008)	H.N.G.U., Patan	Second
<b>H.S.C.</b> (2005)	Gujarat Sec. & Higher Education Board.	Second
<b>S.S.C.</b> (2002)	Gujarat Secondary & Education Board.	Pass

**Personal Details:**

<b>Date Of Birth:</b>	<b>26<sup>th</sup> May, 1986</b>
<b>Nationality/Religion:</b>	Indian/Hindu Luhar
<b>Communication Address:</b>	VishvaKarma Nivas, Near Panjara Pole, G.E.B. Road, Dehgam, District: Gandhinagar-382305.

**Yours Faithfully**

**(Bhavesh Panchal)**