

Bhavisha Pithadia

B-15, Salibh Appartment, Nehru Park Vastrapur Ahmedabad, Gujarat -380015.
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PROFESSIONAL SUMMARY

- Highly analytical, deadline-driven Finance and Account professional with 6 years of experience in financial reporting, planning and accounting with accuracy and speed.

SKILLS

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|----------------------------------|--|
| • Finance & Accounting Operation | • Tax & Compliance Accounting |
| • Accounts Payables | • Payrolls & Administration Accounting |
| • OPEX & CAPEX Accounting | • MIS & Month end reporting |
| • GL Accounting | • Business Partners & Customer Relations |
| • Book keeping & Reconciliation | • Techno-function Familiarity |
| • Financial Reporting | • SAP – FICO, |
| • Statutory Reporting | • Oracle ERP |
| • Budget Analysis | • MS Office, Outlook, Advance Excel |

PERSONAL INFORMATION

- Sex & Marital Status: Female, Married
- DOB: 12th November 1988
- Nationality / Citizen: Indian
- Area of Interest: Finance & Accounts
- Spouse Name & Profession : Mehul S Parmar & Chartered Accountant- M.S. Parmar & Co.
- AMFI Certified MF Distributor

EDUCATION

2011	MBA(Finance) – Chaudhari Technical Institute, Gujarat Technological Uni. Ahmedabad
2009	B.B.A.(Marketing) - Saurashtra University, Rajkot
2006	CLASS 12 (COMMERCE)- GSHEB, GUJARAT
2004	CLASS 10- GSEB, GUJARAT

JOINING INFORMATION

- Total Experience: 8.5 years
- Current CTC (): 4,20,000/-
- Expected CTC (): As per organization terms & condition or Negotiable
- Notice Period: 1Month or negotiable

Activities & Interest

- Reading
- Learning New things
- Art & Entertainment
- Travelling

WORK HISTORY



1. Ishan Infotech Ltd

Tenure	12/2019 to Present	Designation	Assistant Manager Finance
Location	Ahmedabad, Gujarat	Department	Accounts & Finance
Core Profile Name	Accounts Payable	Software Used	Tally ERP 9, OSS & BSS

Profile Description

- Accounts Payable- Preparation of Payments related to Landlords for overall India.
- Preparation of Reconciliation of Telco's like Airtel, Vodafone Idea, Reliance, Tata, ATC etc..
- Monthly Provision WRT rentals, Telco's, Exp, Vendors etc.
- Tender & BG Management (Following Cycle from preparation to submission & release)
- Expense & Vendor Management
- Treasury Management

2. Indus Towers Limited



Tenure	06/2017 to 11/2019	Designation	Executive
Location	Ahmedabad, Gujarat	Department	Accounts & Finance
Core Profile Name	Accounts Payable, Accounts Receivable, Financial Reporting	Software Used	ORACLE ERP R12, ISQ

Profile Description

- Accounts Payable –activity including Invoice Booking, validation, maintenance & payment for various kinds of services & supply like, professional, contractual, rent-electricity services, Tower Tax (Property Tax), Professional Tax, OPEX & CAPEX supply etc.
- Treasury management of all over Gujarat Circle.
- Preparation of Billing (AR) for Various OPCO's like Vodafone Idea, Airtel etc..
- Bank, Landlord, Vendor, OPCO's etc. Reconciliation
- Master Data Updation in ERP
- Month closure provisions pertaining to Rental, Vendor, Other Exp & Receivable etc..
- Accounting & adjustment entries for all service & material supply invoices as a part of monthly closure activity
- Various schedule like Stale, Prepaid, SD, OPCO's Receivable, Provisiona, Accrual & Other MIS reporting as require by management & corporate.
- Audit activity as a when required pertaining to TDS, Tax Compliance & Old Assessment.
- Team handling & query resolution of related users (SSC/Bank, Vendor, LL, Circle level etc..)

3. Teleysia Networks Pvt. Ltd



Tenure	01/2015 to 06/2017	Designation	Assistant Manager Finance
Location	Ahmedabad, Gujarat	Department	Accounts & Finance
Core Profile Name	Accounts Receivable	Software Used	SAP B'ss One & Tally 9.0

Profile Description

Core Responsibility of Finance Department where activity includes...

- Daily Co-Ordination with finance Team and Technical Team (User Department) for collection of various Data related to routine task,
- Provide training & distributing tasks between Team as per work priority, Update MIS in excel as well as in SAP & Accounts
- Treasury activity where in coordination with banks for CC Limits & preparation of Stock Statement & managing company fund flow by availing regular payment from customers, Customer- Bank Reconciliation
- Representing Department in regular upper level management meetings with accurate data & cleared all past outstanding of company from Customers
- Lead SAP Implementation Team in SAP Business One Module Installation in Company
- Achieved "Employee Of the Year" Award in F.Y. 2015-16 & Achieved "Best Department of the year" award in F.Y. 2016-17

4. **Wealth Bridge (Formerly Shree Raaj Investment)**



Tenure	08/2013 to 12/2014	Designation	Senior Executive
Location	Ahmedabad, Gujarat	Department	Accounts & Finance
Core Profile Name	Accounts Payable	Software Used	Tally 9.0

Profile Description

- Maintaining petty Cash accounts & logging all outgoing Payments
- Coordination with Bank for Payments & other banking transactions
- Monitoring, Checking & Processing Service Invoices for Company pertaining to AMCs & Investors
- Budget Analysis, Financial & Goal Planning for Company & it's HNIs & Retail Investors
- Keep Track of all ledgers of Investors & AMCs
- Vendor (Investors) Reconciliation WRT AMCs & Bank Reconciliation & Preparation of MIS
- Query Resolution for Investors & Ensure harmony between AMCs & Investors

5. **Atul Auto Ltd**



Tenure	07/2011 to 06/2013	Designation	Senior Officer
Location	Shapar, Rajkot – Gujarat	Department	Accounts & Finance
Core Profile Name	Accounts Payable	Software Used	SAP FICO & Tally 9.0

Profile Description

- Daily analysing Company's working capital requirements & it's availability to match supplier's credit & pay out management
- Processing accounting entries for Employee's Salary, H.I., Travel Claims, Transporter's Invoices, Cash Transactions etc.. & processing payments for same.
- Vendor & Bank reconciliation
- Preparation of MIS reports related to Working Capital & analyzing same as per management requirements
- Correspondence & coordination with Banks & AMCs
- Periodical Reconciliation of Tally & SAP
- Jointed as Trainee & got promotion as "Junior Officer" next year and later promoted as "Senior Officer"
- Team Member of SAP Implementation for SAP FICO along with manager finance (Only two members from Finance out of 25)
- Managed Portfolio of Company of around 60Cr to 75Cr. (Average) by investing same in various market segments