

PRERAK SHAH



Sr. Accounts Executive - Finance

Mobile: +91-8200822309
Prerakshah47@gmail.com

Objective

Seeking a position as an Accounting Assistant with extensive Industry experience and comprehensive knowledge of relevant software and computer systems.

Work Experience

Company: SKY GOURMET Catering Pvt Ltd.

22-02-2017 To 09-02-2021

Position: SR. Accounts Executive- Finance

Job Responsibilities:

- Perform Accounts Payable & Receivable functions for SKY GOURMET who is Providing catering, hospitality solutions, logistics as well as flight Solutions to airlines in Mumbai.
- Assist in the preparation of monthly management reporting, 2 + years of experience in Accounts Receivable & SAP
- working knowledge of filing TDS
- working knowledge of GST filing and 2A reconciliation, Bank Reconciliation Statement, Invoice Processing & Posting & Transaction Code (T- Code)
- Manage daily Finance and Accounting Operations to support business activities and the organization growth together with the Finance Manager.
- Reconciliation of ledger & Bank Reconciliation
- Maintain accounts payable log and input data as it is received to keep up-to-date records of incoming payment.

Company: Ahmedabad Mega Clean Association

01-01-2017 To 20-02-2019

Position: Officer Accounts

Job Responsibilities:

- Performed accounts payable functions for AMCA, Maintenance and up gradation of Mega Pipeline. Handling all Tds Related Payments & Queries
- Managed payroll, keeping track of employee hours, overtime, and pay rates, entering information into spreadsheets, and creating reports for management.
- Collection of Bank payment & cash payment entry
- Register all expense bill in scroll Ledger with expense bill, tile vender bills entries
- Prepared D/N & C/N entries
- Passed petty cash entries & Handle petty cash.
- Prepared manual vouchers & cash sheet every day.
- Reconciliation of ledger & Bank Reconciliation
- Prepared sales expense entries, Reports every Month, Work order etc.
- Prepared payments by verifying documentation, and requesting disbursements
- Maintained accounts payable log and input data as it is received to keep up-to-date records of incoming payment.
- Client interaction for failed payments, providing reminders and maintaining client relationship.
- Client inquiries resolution regarding disburse advanced information about financing options accurately and quickly.

Company: Graffiti India (Private) Limited

01-10-2014 To 01-01-2017

Position: Junior Accountant

Job Responsibilities:

- Performed accounts payable functions for ceramic company.
- Collection of Bank payment & cash payment entry
- Enter all expense bill in scroll register. (Transport bill, expense bill, tile vender bills)

- ✓ Preparing D/N & C/N entries
- ✓ Passing petty cash entries HO & other branches
- ✓ Handle petty cash
- ✓ Preparing manual vouchers & cash sheet every day.
- ✓ Reconciliation of ledger & bank Reconciliation
- ✓ Preparing sales executives expense entries, Reports every week.

Educational Qualification

Degree	Board University	Year
Diploma In Electronics Engineering(Hardware & Networking)	Cohesion-Lit Institute	2014
B.Com (Bachelors Of Commerce)	Gujarat University	2013

Key Skills & Competencies

- ✓ Can create and deliver convincing arguments to an executive audience.
- ✓ Decision Making, Critical Thinking, Organizing and Planning.
- ✓ Tolerant and Flexible to Different Situations.
- ✓ Accuracy and Attention to Details
- ✓ Self-Motivated, initiative, high Level of Energy
- ✓ Understanding of sales cycle and sales techniques

Certification Course

- ✓ Diploma in hardware & Networking
- ✓ Tally Erp 9.0 From FCA (Future Computer Academy)
- ✓ Achieved A2 Level in Scope (Society for Creation of Opportunity Through Proficiency in English Speaking) From University of Cambridge ESOL (English for Speakers of Other Languages) Examinations.

Personal Performa

Date of Birth : 10th March, 1993

Languages Known : English, Hindi and Gujarati

Address : 17/187, Poojan, Apartment, Vasna, Ahmedabad

Marital Status : Single

Hobbies : Playing Sports, Chess, Photography