



# RAJNIKANT N BHATIYA

## ADMIN OFFICER

Mo-91 9879940149

E-Mail :rajbhatiya51@email.com

Address:

30/Maruti Nagar Society, Sahkari Jin Road, Bh/

Ashok Vatika, Himmatnagar- Pin-383001, Gujarat.(India)

### CONTACT DETAILS:

**PROFILE** To achieve a responsible and challenging position in industry to practice my knowledge and ability. Besides these intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment. "To work in a professional Environment so as to fully utilize my capabilities, knowledge, experience & skills to achieve the goals of the company in the most efficient manner.

### SPECIALIZATIONS

- Human Resource Management
- Supervision
- ERP Software Database Management
- Computer skills
- Multitasking abilities
- Interpersonal Communication
- Financial records review
- Bookkeeping
- Cash Flow analysis
- Administrative
- Accounting
- Files & Reports Management

### WORK EXPERIENCE:

#### ACCOUNT/ADMIN OFFICER

KANE EM INDUSTRIES LTD  
ACCRA, GHANA

MAY-2021 TO CONTINUE..

- Managed entire accounting cycle, including gathering information, preparing documents, finalizing reports and closing books.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Gathered important tax-related information, including taxable income, deductibles and allowance information.
- Documented all communication between relevant stakeholders such as vendors, departments and customers.
- Performed routine clerical tasks by scanning, filing and copying documents.
- Maintained digital databases, physical files and area logs.

- Employee reimbursements and statements. Successfully paid/reimbursed employee's claims in time.
- Verifies items billed & Calculates rates Checked & Verified parties' bill for payment during the year, processed of parties' payment & released Cheque during the respected period.
- Enters, updates, and/or retrieves accounting data. All payments entries in our institute budget record and maintained data properly in soft Copies As well as in hard copies
- I have tracked received Produced detailed reports to track trends and keep seniormanagement informed.
- Monitored and updated employee database and managed scheduling for team.
- Coached employees through day-to-day work and complex problems.
- Standardized office structures and processes to promote collaboration and increased performance.
- Established and developed strong administrative team by delivering ongoing coaching and motivation and fostering career advancement.
- Provided administrative support, including processing purchase orders, service contracts and financial reports.
- Contributed to team goal-achievement by collaborating with staff to develop customer service improvement initiatives.
- Receivables and outstanding invoices and tuition fees form students and grant from external agencies, bus transportation fees & others registration fees during the function or FDP etc.
- Maintained proper records of receivable and outstanding invoices from external agencies.
- Payroll Process. Preparation of salary statement, on time deposition of salary In coordination & prepared salary statements on time and deposited the salary in the bank accounts of individuals.
- Deposited PF deduction in the account of all the employees
- Reconcile transactions, financial data, and other information to an automated accounting system
- Coordinated with Bank and other government offices for statutory payments and statements
- Other activities / Allotted work / Duties. I am Handling daily Patty Cash for contingency expenditure at GPERI/GTU
- I have manage patty cash at GPERI of Rs.200, 000/- and made payment to the employees and others parties payment released time to time.

## 2. ADMIN OFFICER

FAITH FOUNDATION  
HIMATNAGAR, GUJARAT  
OCT-2016 TO OCT 2020.

- Strengthened Administrative operations by aligning processes to capitalize on new educational trends.
- Devised strategies to reduce expenses, modernize operations and revamp procedures to improve institution operations.
- Conferred with educators to identify current classroom concerns and diversify instructional strategies.
- Kept institution financially sound by tracking expenses and maintaining detailed records.
- Boosted effectiveness of department personnel by conferring with Admin to rebalance classes, increase resource utilization and integrate new technology.
- Optimized student educational strategies with clear advice on course choices, progression and career options.
- Determined course schedules and coordinated teaching assignments and room assignments to optimize use of buildings and equipment.
- Assisted faculty and staff in duties such as teaching classes, conducting orientation programs and issuing transcripts.
- Prepared a variety of different written communications, reports and documents to ensure smooth operations.
- Developed team communications and information for meetings.
- Supervised work of contracted employees to keep on task for timely completion.
- Served customers in a friendly, efficient manner following outlined steps of service.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Oversaw daily operations to ensure high levels of productivity.
- Used coordination and planning skills to achieve results according to schedule.

## 3. COMPUTER LAB INCH/ADMIN EXECUTIVE.

GROW MORE FOUNDATION  
HIMATNAGAR, GUJARAT  
OCT-2011 TO OCT 2016.

- Conducted conferences with parents and students to review progress, adjust academic plans and renew enrollments.
- Developed community education programming events and other activities designed to increase and improve educational outcomes.
- Developed team communications and information for meetings.
- Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.
- Boosted effectiveness of department personnel by conferring with Admin to rebalance classes, increase resource utilization and integrate new technology.
- Optimized student educational strategies with clear advice on course choices, progression and career options.

## • Academic History

1. Post Graduate Diploma in Computer Science & Application (PGDCA) With 66%

• University: Year June-2006

• HNGU-Hemchandracharya North Gujarat University, Patan

2. Bachelor of Commerce With 54%

• University: Year May-2004

• HNGU-Hemchandracharya North Gujarat University, Patan

3. Higher Secondary School With 54%

• Board/University: Year May-2001

• GHSEB, Gujarat Higher Secondary Education Board, Gandhinagar

4. Secondary School With 62.14% Year May-1999

• GHSEB, Gujarat Higher Secondary Education Board, Vadodara

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## • Certifications:

- Certificate of NCC for All India National Integration Camp at Rajkot.
  - Certificate of Hindi Exam “Pratham” conducted by Vardha University.
  - Secure First prize in Essay competition “Sardar Sarovar Yojana” conducted by North Gujarat University.
  - Certificate of Best Poem recitation in Youth Festival
  - Certificate of Youth parliament organization conducted by North Gujarat University
  - Possess “CCA” certificate from ITI Government, Modasa.
  - Certificate From “MS Office” Course From Ahmadabad Management Association A,bad
  - Possess “BCC” certificate from “EMPOWER” ITI Government, Malpur.
  - Certificate of Best Teacher Competition On Teacher’s Day From Shri Sarvodaya Higher Secondary School Modasa..
  - Certificate of Best Teacher Competition On Teacher’s Day From Shri H.S.Shah College Of Commerce Modasa.
  - Certificate of Best Teacher Competition On Teacher’s Day From Shri Arvalli College Of Computer Higher Education Idar.
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- **Strength :**

- ♦ I have ability to perform leadership to achieve goal.
  - ♦ I am dedicated to my job...Always willing to walk for extra miles to achieve excellence
  - ♦ To work with positive attitude.
  - ♦ Confident, Enthusiastic, Honest, Co-operative Nature
  - ♦ I have expertise to well maintain confidential records & files
  - ♦ I am very much expert in Reporting of my work in most efficient manner to present respected dignitary to update the confidential matter through report writing.
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- **PERSONAL INFORMATION:**

- ♦ Date of Birth: 8th October, 1983
  - ♦ Birth Place: Mehsana.
  - ♦ Gender: Male
  - ♦ Marital Status: Married
  - ♦ Nationality: Indian
  - ♦ Mother tongue Gujarati.
  - ♦ Language known: English, Hindi, Gujarati
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- **Hobbies :**

- ♦ Reading
  - ♦ Music
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- **DECLARATION :**

I do hereby confirm that all statements made in this CV are true and complete to the best of my knowledge and belief.

- ♦ Date:
- ♦ Place:

Yours Faithfully.  
Rajnikant N. Bhatiya.