

# Curriculum Vitae

## **UMESH N HEDAU**

### **Residing at:**

B-403, Kahan Residency,  
B/H Vijay Sales,  
S.P Ring Road, Odhav,  
Ahmedabad – 382415

**Mobile No** – 9510610240

**Email Id**- umeshhedau10@gmail.com

## **OBJECTIVE**

I would like to work with a progressive company with futuristic vision and add professional values in their business processes with wealth of experience and knowledge gained and lead the group forward with innovative leadership.

## **CURRENT ORGANIZATION**

Currently Working in **Modex Trading Pvt Limited (Apparel Group)**

Bodakdev, Ahmedabad-380054

**As a Sr. Executive –Finance & Accounts**

From 12-Jul-2022 to Continue

## **Key Result Areas:-**

- ❖ Invoice processing all expense of Vendor/Supplier, Rental, Utility expenses etc.
- ❖ Booking Credit Note and knocking off entry against Vendor Payable
- ❖ Paying Advance Payment to Vendor/Supplier and adjust against raising Invoices
- ❖ Preparing Expense Tracker, Reconcile Supplier SOA and Handling outstanding reports
- ❖ Managing Statutory Compliances like GST, TDS, TCS and VAT Payment
- ❖ Focus Vendor payment Management on regular basis before due date
- ❖ Handle Monthly, Quarterly & Annual Cost sheet as per Audit Requirement
- ❖ Ensure Accounting controls by Suggesting procures and Policies
- ❖ Managing Internal Audit for Accounts Payables & Receivable related queries
- ❖ Cost Variance report for Corporate Reporting with specific Reason in Every month Closure
- ❖ Preparing Expenses Provision sheet for Cost analysis & review with Finance Head
- ❖ Passing Journal entries in the books of Vendor, Customer & GL account as required
- ❖ GL reconciliation for preparing Internal/Yearly Audit report as per Requirement
- ❖ Support to Senior Management in specific investigations of Fraud
- ❖ Responsibility for vendor management like Quotation checking, PO raise, Bill checking, Entry posting, Payment entry and balance Signoff
- ❖ Reconcile Bank Statement and prepare BRS report & Sharing with Concern team
- ❖ Keeping financial control records for expenditures, allotments and receipt, Verifying agreement for validity and accuracy

## **PREVIOUS WORK EXPERIENCE**

- Worked in **Bluedart Express Ltd**  
Ashram Road, Ahmedabad-380009  
**As a Sr. Executive – Finance & Accounts**  
From 17-Nov-2021 to 11-Jul-2022
- Worked in **Vodafone Idea Shared Service Ltd**  
Vodafone House, Off SG Highway, Ahmedabad-380051  
**As a Specialist – Finance & Accounts Payable (PTP - Lease & Property)**  
From 01-Apr-2018 to 15-Nov-2021
- Worked in **Vodafone India Service Pvt. Ltd**  
Vodafone House, Off SG Highway, Ahmedabad-380051  
**As an Officer – Finance & Accounts Payable (PTP - Lease & Property)**  
From 23-Nov-2015 to 31-Mar-2018
- Worked in **Adecco India Pvt. Ltd.** (Contract based in Vodafone)  
Vodafone House, Off SG Highway, Ahmedabad-380051  
**As an Account Assistant – Finance & Accounts**  
From 16-Dec-2014 to 22-Nov-2015
- Worked in **Popular Wheelers India Pvt. Ltd.**  
Vasna Branch, Ahmedabad.  
**As an Account Assistant – Finance & Accounts**  
From 01-May-2014 to 15-Dec-2014
- Worked in **Velex Logistics Pvt. Ltd.**  
Vadaj, Ahmedabad.  
**As an Account Associate – Finance & Accounts**  
From 18-Jun-2012 to 28-Apr-2014

## **TECHNICAL & COMPUTER SKILLS**

- ❖ Advance MS Excel with formulas –Vlookup, Data Pivot tables Conditional Formatting, Data Validation etc.
- ❖ MS Word, PowerPoint, Navision, Outlook Mailing
- ❖ SAP FICO Module and Accounting Entry
- ❖ Oracle Fusion
- ❖ Working Knowledge of Accounting Software
- ❖ Knowledge of GST, TDS, TCS and VAT Accounting
- ❖ Income Tax Returns and Filings

### **PERSONAL DETAILS**

- ❖ Father's Name : Nivrutibhai P Hedau
- ❖ Date of Birth : 19-Dec-1991
- ❖ Place of Birth : Ahmedabad
- ❖ Marital Status : Married
- ❖ Nationality : Indian
- ❖ Languages known : Gujarati, Hindi, English & Marathi

### **ACADEMIC DETAILS**

- ❖ M.com in April 2018 from Gujarat University (English Stream) with Pass Class
- ❖ B. COM in April 2012 from Gujarat University (English Stream) with Pass Class
- ❖ H.S.C. in March 2009 from G.H.S.E.B with Gujarati Stream with Distinction
- ❖ S.S.C. in March 2007 from G.S.E.B with Gujarati Stream with First Class

### **STRENGTHS**

- ❖ Hard working, Ability to learn fast and confident to prove myself as an asset to the company.
- ❖ Skills covering good communication, adaptability, proficient in time management. Working individually and as a part of a team with co-ordination.

"I hereby declare that all the above details are true, complete and correct to the best of my knowledge."

For your kind perusal

**Umesh Hedau**