



Hitesh R. Vidhani

M.B.A / M.com 15 Year Experience

Objective: -

Analytical, organized and detail-oriented accountant with MS excel expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges, propel business growth.

Executive Profile

- **An achievement-driven professional** offering **over 15 years** of experience in managing the entire Finance & Accounts Functions.
- Skilled in managing **financial accounting**, receivables & payables, preparation of ledger books, bank reconciliation statements and finalization of accounts.
- Pivotal in **preparing MIS reports**, balance confirmation, invoices and other financial reports to a keep track of financial performance; worked on **reconciliation process**
- Expertise in instituting appropriate **collection process**, maintaining **assets** and driving **payable accounting**
- Highly skilled in **conducting variance analysis** to determine difference between projected & actual results and implementing corrective actions
- Established & maintained **banking relations** with respect to financing terms, bank guarantees and letters of credit
- Ensured smooth running of the **Accounts Payable & Accounts Receivable (AR)** Department and processed (payment allocation, reconciliation & month-end reporting) of company receivables
- **Strong leader & team player**; excellent motivational skills to sustain forward growth momentum while motivating peak individual performance



Education & Certificate

- **MBA (HR)** From Sikkim Manipal University In 2014
- **M.COM** From Saurashtra University In 2012

IT Skills

- **CCC**
- **Microsoft Navision 2016**
- **MS Office- Excel,Word,Power Point**

Financial Skills

- Negotiation instruments, Supplier & take deal.
- Sales Administration with Analysis.
- Maintained proper MIS with good Accounting Administration.
- Maintained Client database and updated records with systematically and periodically.
- Prepared Collection report and Weekly Aging customer wise.
- Bank Reconciliation and banking, Neft, RTGS and Maintain Accounts payable reports.
- Vendor & Customer ledger reconciliation and scrutiny of ledger for found frauds in ledgers.
- Ability to function as a team player and alternatively work independently to achieve objectives.

Soft Skills



Carrier Timeline



Professional Experience

Since Sep'18: Parijat Industries India Pvt Ltd Ahmedabad as Retail Account Associate

Reporting to: Retail Account head and Division Head of Central division

Key Result Areas:

- Perform financial forecasting, reporting, and operational metrics tracking.
- Analysis financial data and create financial models for decision support.
- Report on financial performance and prepare for regular leadership reviews.
- Analysis past results, perform variance analysis, identify trends, and make recommendations for improvements.
- Work closely with the accounting team to ensure accurate financial reporting.
- Evaluate financial performance by comparing and analysing actual results with plans and forecasts.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Assisting with audits, fact checks.
- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Prepares and maintains accurate records and reports of payroll transactions.
- Perform general accounting functions, including preparation of financial records, analytics, and periodic reconciliations.
- Using accounting software to create spreadsheets and reports.
- Sales Staff Expenses Check & Booked In ERP
- Market Visit above 180days CP Outstanding
- Scheme Working & Price List preparation

Previous Experience

Sep 2015-2018 NRI CROP SCIENCE Ahmedabad as Commercial Manager

Reporting to: The Managing Director

- To monitor order and dispatch report.
- Checking and authorizing of scheme entered in the system.
- Checking circulars of scheme and dispatch to distributors.
- Transportation bill checking and payment follow-up with accounts.
- Correspondence with dealers with regard to resolving their complaint.
- To generate shortage report of dispatch.
- Calculation of dealer's trade incentives and submitting the same to finance department.
- Collecting deposit from distributors and submitting the same to finance department.
- Generating weekly report of Gujarat distributor's payments.
- Checking weekly SS payments reports for (Guj/Raj & MP).
- Monitoring claims and generates credit notes of Guj/MP & Raj.
- Monitoring and attending dealers accounting query and resolving the same.
- Physically checking replacement of stock and raise credit note and monitoring credit notes to dealers.
- Solving auditor queries on claims.
- Preparing price list and circulating the same to dealers when there is change in price.
- Any other assignment from time to time.

Sep 2013-2015 Astron Paper & Board Mill Ltd. As Accountant at Halvad (Surendranagar)

Reporting to: Sr. accountant /Chief Financial Controller

- Auditing Sales Invoice.
- Maintained & Cash register & Audit Cash Voucher.
- Posting J.V , Credit Note & Debit Notes
- Auditing attendance With Hr Records.
- Auditing Salary & Wages of Employees Monthly.
- Ledger Reconciliation with Vendor and All Creditors.
- Payment ageing calculation of Sundry Debtors.
- Costing of Inventory of Stores
- Gate Inwards & outward Register Cross Check with gate Pass Entry
- Follow-up Pending Purchase Order with individual Departments
- Maintained Branch Records & Accounts
- Audited Cash Vouchers & Posting entry
- Bank Reconciliation & Bank Voucher Entry Posting.

Sep 2006-2013 Smit Telecom Pvt Ltd as Accountant at Jamnagar

Reporting to: CMD/Manager

- Accounts finalization and all type bookkeeping entry.
- Maintained and Prepared All Branch Accounts.
- Maintaining of accounts in computerized environment (In ERP Software).
- Looking after Cash Sale receipts, Petty Cash Payments & Creditors Payments.
- Highly organized very precise and methodical with meticulous attention to detail.
- Bank MS OD Stock Statement for made all bank records and communication.
- Preparing Vat reports & Vat Computation.
- Contra Vouchers & Cheque Receipt Vouchers.
- Preparing Sales Invoices and Submitting in time.
- Salary & Wages Preparation & Disbursements.
- Doing reconciliation of Debtors accounts, Creditors accounts & Stores periodically.
- Doing finalization of accounts up to Balance Sheet periodically.
- Provide operational and administrative support to branch staff, including Sales Assistants.

PERSONAL INFORMATION

Date of birth	: 18 th March 1989
Languages Known	: Gujarati, English, Hindi, Sindhi
Residence Address	: A-502, Shree Vishnudhara Homes, behind Vodafone tower, Gota, Ahmedabad 382481

I hereby declare that the above-mentioned information is true to the best of my Knowledge.

Hitesh R. Vidhani

