

# Curriculum Vitae

**OBJECTIVE:** - A SUITABLE ASSIGNMENT IN AN ORGANIZATION OF GOOD REPUTE HAVING AMPLE SCOPE FOR CAREER ADVANCEMENT & GROWTH

**PERSONAL DETAIL:-**

NAME : PAWAN VAIDYA

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JODHPUR

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DATE OF BIRTH : 06<sup>th</sup> APRIL, 1993

LANGUAGES KNOWN : ENGLISH, HINDI, RAJASTHANI

**ACADEMIC QUALIFICATION:-**

YEAR	DEGREE	BOARD/UNIVERSITY
2009	S.S.C.	C.B.S.E
2011	H.S.C.	C.B.S.E
2014	B.COM. (ACCOUNTING HONOURS)	JAI NARAYAN VYAS UNIVERSITY
2018	M.COM (ACCOUITING HONOURS)	JAI NARAYAN VYAS UNIVERSITY

**SKILLS & KNOWLEDGE:-**

Application	Knowledge	Skills
NAVISION	Accounts & Inventory Modules	Posting Sales, Credit Notes & Debit Notes, Updating Material Stock & Reconciling Party Accounts, Stock, Journal Entries
Microsoft Office (2003,2007 & 2010) & Open Office	Ms. Excel, Ms. Word, Ms. Powerpoint, Ms. Access & Ms. Outlook	Best Experience in MS Excel & MS Word. V-lookup, H-lookup, Calculative Formula in MS Excel, Pivot, Macro etc.
Interact & E-cubix	Stock Management Software, Field Staff Coordination & Direction	Management of Stocks, Purchase and Sales of stocks, Individual Party Sales & Purchase.

**JOB TITLE HISTORY:-**

Name of Company	Position	Period
Jay LifeCare Pvt. Ltd	Finance Executive	January-2017 - (Present)
Jay Chemical Industries Ltd.	Warehouse Executive	March 2016 – December 2017
CMIE Pvt. Ltd	Data Analyst	June 2015 – February 2016

**JOB PROFILE:-**

Name of Company	Job Profile
Jay LifeCare Pvt. Ltd	<b><u>Finance Executive :-</u></b> <ul style="list-style-type: none"><li>➤ Account Payable &amp; Receivable.</li><li>➤ Audit &amp; Payment Release of Vouchers &amp; Invoices.</li><li>➤ MIS Reports for Management.</li><li>➤ Salary Audit &amp; Payment.</li><li>➤ Maintenance of Purchase, Sales, Cash Book &amp; Bank Book.</li><li>➤ Verification &amp; Payment of Travelling Expenses of Field Staff.</li><li>➤ Monthly P &amp; L Report for Management.</li><li>➤ Preparation of Details and Release of Statutory Payments (Service Tax, TDS, VAT, GST, PF, PT, ESI, Insurance etc) on monthly basis.</li><li>➤ Preparing &amp; Analysis of P&amp;L.</li><li>➤ Aging Report of Outstanding of Debtors &amp; Creditors.</li><li>➤ Overhead analysis Reports.</li><li>➤ Preparation of Cash Flow Statement.</li><li>➤ Input in Finalizing Balance Sheet.</li><li>➤ Stock Movement analysis and Preparation of Stock report on monthly basis.</li><li>➤ Inventory Costing Report.</li><li>➤ Reconciliation of Vendor and Customer Accounts.</li><li>➤ Reconciliation of Various General Ledger like PF, PT, ESI, Advance to Staff, Bonus, Service Tax, VAT, GST etc.</li><li>➤ Activation of Gift Card for Business Promotion Activities.</li></ul>
Jay Chemical Industries Ltd.	<b><u>Warehouse Executive: -</u></b> Dispatch Material, Loading & Unloading of Materials, Preparation of Invoices, Preparation for Tax Data Report for Tax Returns, Analysis of Stock on Weekly Basis, Preparation of Reports for Audit.
CMIE Pvt Ltd	<b><u>Data Analyst:</u></b> Analysis of Financial Reports of Companies, Inserting the filter data in Prowess Database, Analysis of P&L and Balance Sheet of Companies

THANKING YOU,

YOUR SINCERELY,  
PAWAN VAIDYA