

# Brijesh Mehta

Account Receivable Specialist

bmehta605@gmail.com ✉

8460774200 📞

Ahmedabad, Gujarat, India 📍

## WORK EXPERIENCE

### Account Receivable Specialist Paperchase Accountancy

06/2017 - Present

Ahmedabad, Gujarat, India

#### Achievements/Tasks

- Post all payments cash, checks and credit card payment to client account.
- Reconcile Accounts receivable behalf of client and raise query for outstanding Issues.
- Provide weekly Profit and Loss Statement.
- Record Revenue in QuickBooks/R365 software from Different Point of sale system.
- Report on Weekly performances to management and operational Team.

### Associate Vodafone india services Pvt ltd

01/2016 - 05/2017

Ahmedabad, Gujarat, India

#### Achievements/Tasks

- Performing TDS Reconciliations.
- Reviewing revenue recognition for LER,RER on daily basis.
- Preparing MIS for revenue from 2G &3G Data.
- Extracting report from SAP Accounting software.

### Managing operation Sneh Enterprise

05/2012 - 06/2013

Jamnagar Gujarat, India

#### Achievements/Tasks

- Monitoring Daily operations and exploring new market Opportunities
- Overseeing Book keeping Activities
- Handling Banking function behalf of company
- Site verification and ensuring proper completion of work

## CERTIFICATES

### SAP FI Global certification

General Ledger Accounting, Accounts Receivable, and Accounts Payable.

### Summer Internship Project

Analysis of Working capital Requirements of the company and making recommendation there on.

## EDUCATION

### Master of Business Administration Gujrat Technological University

04/2013 - 06/2015

Jamnagar, Gujarat, India

### Bachelor Of Commerce Saurashrta institute

06/2009 - 05/2012

Jamnagar, Gujarat, India

## SKILLS

Microsoft Office

Bank Reconciliation

Account Recivable

Accounts Payable

Email Reconciliation

Well Versed with Internet

Analytical Skill

Advance Excel utilities

Presentation Skill

## LANGUAGES

Gujrati

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

English

Professional Working Proficiency

## INTERESTS

Sports Activity

Traveling

Nature Photography