

JAY KANSARA

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To be a part of a reputed organization this provides a steady career growth along with job satisfaction and challenges. So, my skills are effectively utilized to improve operations and contributions to the organization's success.

EDUCATIONAL QUALIFICATION:

- **Bachelor of Commerce** in 2007 from Gujarat University.
- **H.S.C.** passed in 2004 with First Class from G.S.E. Board.
- **S.S.C.** passed in 2002 with First Class from G.S.E. Board.

ATTAINMENT QUALIFICATION:

- Proficient to work with Microsoft Office Package, SAP, Tally ERP9, ERP Software,
- Working knowledge of F.A.S. packages (Tally), ERP Solutions (In house Developed)

PROFESSIONAL EXPERIENCE:

- Working with eInfochips Pvt Ltd as an Executive – Accounts from July 2021 till date.
- Worked with Qx Global Services LLP for the post of Account Officer from June 2020 to July 2021.
- Worked as a Sr. Executive – Accounts with M&B Engineering Limited – Ahmadabad from April 2011 to July 2015, a Pre- Engineered Steel Buildings (PEBs).
- Worked as a Sr. Executive – Accounts with Plastene India Limited (and Oswal Extrusion Limited, a sister concern company of Plastene India Limited) – Ahmedabad from October 2007 to March 2011, a renowned Plastic Packaging Company belonging to Champalal Group.

Description about Company and detailed Job Profile

Company – eInfochips Pvt Ltd

- eInfochips, an Arrow company, is a leading global provider of product engineering and semiconductor design services. With over 500+ products developed and 40M deployments in 140 countries.

Job profile

- Responsible for all accounts receivables and daily bank deposits.
- Reviews AR aging reports, loan distribution reports, free charges report a dropped accounts reports.
- General Ledger reconciliation and analysis
- Engage management over any AR problems you encounter.
- Handle all special billing situations, including group reservations and conventions.
- Communicate with clients about billing discrepancies and questions.
- Audit ledgers to ensure they contain correct information, such as billing addresses and invoice numbers.
- Preparing Sale Ageing MIS report Budgeted vs. Actual collection weekly and monthly basis.

Company – QX Global Services LLP

- QX is a business process outsourcing company providing finance, accounts, recruitment, payroll, IT software and corporate advisory services. Our corporate home is in Skipton, North Yorkshire with American offices in New Jersey, and four Indian subsidiary offices in Ahmedabad, Baroda, Mumbai, and Noida.

Job profile

- Processing Purchase Order/ Non-Purchase Order based Invoices.
- Handling Budget vs. Actual expenses occurred of site engineers Expense report.
- Handling weekly and monthly Bank reconciliation of all the properties.
- Maintaining the daily record of the customers in Excel.
- Handling the process in the absence of superior.

Company – M&B Engineering Limited

- Phenix Construction Technologies, a division of M&B Engineering Ltd (having annual turnover of more than 450 crores). And part of the M&B Group, is a future-ready steel construction solutions provider that specializes in the design, manufacturing and installation of light to heavy & complex steel structures & Pre-Engineered Buildings (PEBs).

Job profile

- Assisting in finalization of accounts and tax audits.
- To co-ordinate in the various type of Audits.
- Preparing Monthly Sales & Purchase data with quantity, Reconciliation statement with Excise Return
- Assisting in monthly Profit & Loss statement.
- Compliance of E – VAT Return. To ensure submission of return before due date of VAT, TDS, Service tax and ensure that correct taxes and duties are paid on or before by due dates. And take preventive care well within the time so the excess tax/penalty is avoided.
- To handle VAT Assessment and to submit documents after proper verification.

Company – Plastene India Limited (and Oswal Extrusion Limited - Sister concern company)

- Plastene India Limited is a flagship Company of Champalal Group engaged in the production of Plastic Packaging products and exporting in more than 20 countries of the world across all the countries having annual turnover of more than Rs. 350 crores. The company is on the verge of becoming the largest manufacturer of Flexible Intermediate Bulk Container (FIBC), Tarpaulin and woven Bags in India.

Job Profile

- Compliances of E – Vat return.
- Checking day to day Entry of Purchase, Sales, Receipt, and Payment & Cash.
- Preparing Monthly report related Debtors ageing, Collection & Sales.
- Assisting in VAT & IT Scrutiny and submit the documents after proper verification.
- Assisting in finalization of accounts.
- Co-ordination with statutory and internal auditors of the company to finalize the accounts.

PERSONAL PROFILE:

Date of Birth	August 04, 1987
Marital Status	Married
Area of Interest	Accounts and Finance
Strengths	Self Confidence, Innovation Skills, Ability to work in group.
Languages Known	English, Hindi, Gujarati
Nationality	India