



VISHAL R JAYSWAL

D-18 R.K.JAYSWAL AJANI SOCIETY, NEAR ONGC (JANTA NAGAR) CHANDKHEDA
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in <https://www.linkedin.com/in/vishal-jayswal-3304b6155>

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. An ambitious professional with excellent bookkeeping and customer service skills. Looking to obtain an accounts executive position in a corporate.

Experience

- ADANI GROUP** 11 Nov 2019 - Still continue
Associate F&A - Adani Shared Services
I have appointed as Associate in Accounts payable department

Job Responsibilities:-
I am Handling Over All Employee related work into **Adani Group Around 1200 plus Employee**
I am in payment department. looking after the Payment Activity related to
~Employees P.F, NIS Reimbursement , and travel payment related activity
~Posting in SAP through PARK to POST and VIM.
~Vatidation and Posting of Employee Remiberment Document
~Maintainence of TAT and SLA.
~Vender Ledger clearing.
~ Having knowledge of TDS, GST
~**Processing of GST Credit (Input Tax Credit)**
~**Validation and processing of Foreing travel Invoices**
~**Basic SAP scripting** for Posting.
~**Urgent Travel DPR Processing.**
- ADANI GROUP** 10-12-2018 - 10-11-2019
Finace & Accounts Trainee
~I have appointed in Accounts Payable Department as a trainee for **11 Months Cretificate program.**
~Validation and Posting of Employee travel Documents.
~Animator Document Validation and posting
- SCRIPTACOM PVT LTD** 2016 - Aug 2018
EMR Consultant
~I was working as Consultant in this company. Which based on Foreign Hospital patient.
~Validation of patient data and posting in application/Server Called EMR.
~Urgent query resolution work.

Education

- **HBICM INSTITUTE**
PDGMIX (Diploma in International Trade)
A+ 2020-2021
- **Gujarat University**
M COM (Advance Accounting and Auditing - Finance)
1st Class 2019
- **Gujarat University**
B COM (Advance Accounting and Auditing - Finance)
1st Class 2017
- **Gujarat Board**
HSC
1st Class 2014
- **Gujarat Board**
SSC
1st Class 2012

Skills

- ~Time, Team and Work management.
- ~Communication with Upper level Management and Co-ordination for problem solution.
- ~Confidently work and Dedication.

Key Skills

- SAP MM
- SAP FI
- Macros and basic SAP Scripting
- Accounts payable (P2P)
- Financial/Cost Accounting
- MIRO

Achievements & Awards

- KULAPATI'S Award for the best candidate in International trade.

Interests

- ~Listening Music
- ~Traveling
- ~Reading Books.
- ~Sports Like Cricket, Chess, Kabbadi
- ~Participate in Cultural Activities

Languages

- ~English
- ~Hindi
- ~Gujarati

Personal Details

- Date of Birth : 18/08/1996
- Marital Status : Single
- Nationality : Indian

Additional Knowledge

- ~Tally 9.0
- ~M.S.OFFICE
~M.S.POWER POINT
~M.S.EXCEL
- ~Certificate from ADANI 11 Month Program Completion
- ~Certificate for Academic Merit
- ~Certificate of Data Science and analysis
- ~IMPORT - EXPORT DOCUMENTATION

Reference


- **Rahul Patel - "Scriptacom Pvt Ltd"**
MT
9016283428
- **Anil Tripathi (Teacher) - "Hindi High School"**
8000305627

Declaration

- ~I hereby declare that all information given above is true to the best of my knowledge.

Date

- 07/01/2022

A handwritten signature in black ink, appearing to read 'Vishal', with a horizontal line underneath.

VISHAL R JAYSWAL