YAGNESH PRAFULCHANDRA DAVE

“CHANDRAMAULESHWAR”

KAILASH SOCEITY, B/D.BHALKA TEMPLE

VERAVAL-362 267

Resi. : +91 02876 317120

Mobile : +91 9909031964

91 9974062989

e-mail : daveyagnesh@rediffmail.com

Yagnesh@lntecc.com

**Career Highlights:**

Around 7 years of work experience in various Area of Accounts, Administration. Worked for renowned organizations like Yadav Carrier Pvt Ltd, Deepmala Marine Export & J.N.Ahya&Co etc. Presently working as Asst Officer - Accounts with **LARSEN & TOUBRO LTD**, involved in Engineering, Construction, Electronics, Business.

**Skill Area :**

* General Accounting
* MIS
* Costing & Variance Control

Administration

* Purchase
* Rate Analysis & Supplier Selection

**Work Experience :**

**JULY-2006 – Till Date**

Currently working as “Asst Officer Accounts” at LARSEN & TOUBRO LIMITED.

**Area of Work:**

* Maintenance of Daily Accounts.
* Responsible for all payments and Preparation of bank Reconciliation.
* MIS report to H.Q. & Regional Office
* Quarterly & Fortnight Budget.
* Transactions report in SAP.
* Co-ordination with Reliance Auditor.
* Financial Management with respect to site
* Looking After General Administration

**Achievements**

* No observation from the auditors.
* Alternate vendor selection with lower rates.
* Vendor payment system streamlined.

**2005 – 2006**

1. **Yadav Carrier Pvt Ltd**- as Assistant Accountant

**Area of Work:**

* Consolidation of Accounts.
* Preparation of Monthly Budget
* Filing of e-tads returns.
* Responsible for payments
* Debtor’s ledger Analysis.

**Achievements**

* + - * Updating of TDS filing
      * Fasten the Collection procedure
      * No observation from the auditors.
      * Cost Control.
      * All statutory compliance done.

**2004-2005**

1. **Deepmala Marine Export.**

**Area of Work:**

* + - * Budgeting
      * Costing
      * Preparation of Credit & Debit Notes
      * Monitoring the allocation of funds and ensuring their effective utilization through Citibank & ICICI Bank CMS systems
      * Provided Fund Consultancy
      * Scrutinizing expenses such as reimbursement, advance etc. and sanctioning payments.

**Achievements**

* + - * Implementation of Cash Management (Smart Cash).
      * Improve Leadership power.

**2001-2004**

**3. J.N.Ahya&Co**

**Area of Work:**

* + - * Tax Advisor.

**Educational Background:**

* **Academic Qualification:** Bachelor of Commerce from the Gujarat University Of Gujarat
* **Professional Qualification :** LL.B

**Personal Details:**

|  |  |
| --- | --- |
| Gender | Male |
| Marital Status | unmarried |
| Residence No. | +91 02876 2317120 |
| Mobile No. | +91 9909031964, 97264 15589 |
| Nationality | Indian |
| Date of Birth | 10-june-1981 |