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### ***Profile***

A highly motivated and resilient individual, with experience in various fields. A self starter looking to pursue a strong career within the Accounts & Financial sector. Always looking for new challenges, eager to learn and develop new skills which contribute towards refining abilities.

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### ***Education***

**Bachelor Of Commerce- Gujarat University**

**October 2002**

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### ***Employment History***

#### **Current Job Experience:**

**Organization :** Paperchase Accountancy India Pvt. Ltd [KPO] (Outsourcing Of Restaurant Accounts – London) HO at UK

**Designation :** Assistant Team Leader - Working since November 2006

#### **Current Job Profile**

- Checking & Entering Expenses Of Purchase Of Food, Drinks & Other
- Checking & Entering Of Sales Invoices
- Preparing Weekly Purchase & Sales Report
- Checking & Importing Food & Sales Data
- Preparing Bank Reconciliation
- Vat reconciliation
- Weekly Cash flows
- Scrutinize Supplier Ledgers & Rectify Queries If Any
- Preparing Supplier Reconciliation
- Finalization of Audit work with Auditors

Monthly Accounts including P&L and Balance Sheets, Fixed assets Schedules

#### **Previous Job Experience:**

1. **Organization :** Karnavati Transport Co, Mar'1995 to Dec'2005

**Designation :** Accountant Cum Computer Operator

**Job Profile**

- Handling Day To Day Accounts
- Correspondence With Customers
- Prepare Bank Reconciliation
- Take A Stock In Monthly Basis

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***References***

Available upon request