



Himmatsinh Gadhavi

Bcom(Accountancy with Maths & Stats)

Sardar Patel University, VallbhVidhyanagar,Anand

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OBJECTIVE:-

To be part of an organization where I can grow in term of knowledge, skills, and attitude and put to an effective use my analytical abilities and professional competence in the area of accounting, Auditing, so as to align self-development with organization development.

EDUCATION:-

Degree	Institute	Board/University	Year	Performance
Bcom	BJVM	S.P.University	2013	5.86 or
	College			58.60%
12 th	S.D.L Shah	GHSEB	2010	64.46%
	Highschool	Gandhinagar		
10 th	SSMMSV	GSEB	2008	69.85%
	VM,Gola	Gandhinagar		

TECHNICAL SKILLS: -

1. **Tools:** Tally ERP9, Profix, progen, aroka, TDS Utility, GST Utility
2. **Microsoft Office:** Word, Excel, PowerPoint, Adobe Photoshop
3. **Taxation:** GST, TDS, Excise, Export Documentation.

PERSONNEL SKILLS: -

1. Ability to work in a team environment
2. Initiative and desire to excel
4. Strong accounting, Taxation knowledge
5. Capability to supervise the work of others

PERSONAL PROFILE

- **Dt. of Birth:** 5th MARCH 1993
- **Gender:** Male
- **Nationality:** Indian
- **Hobbies:** Playing chess, playing video game, music, laptop (internet Surfing)
- **Languages:** English, Hindi, Gujarati
- **Personal Skills:** Patience, Willingness and ability to learn and work in a group as a team, smart working
- **Address:** AT-Sambarda, Post-Bhagal Pimpali, Dist: Banaskatha, Gujarat-385001

EXPERIENCE: -

- 1) **Value Drive Technologies Pvt Ltd. (Spinny)**
Himalaya Mall, Ahmedabad
Date of Joining: 4th Jan 2021
Position: Sr. Account Executive (E03)-Accounts Payable
Reason for Changing Job: No skill Development

❖ **Job Description:**

1. Refurb Invoice Booking & Payment
2. Local Vendor Bill booking and payment
3. Maintain Inward cash and Fund against Operation
4. MIS report preparation, (Car Wise Fuel Data,RTO Data, Road Tax Data, Hub wise Cost Data)
5. Prepaid Card Reconciliation
6. Bank reco.
7. JV Entries
8. TDS Calculation
9. PO Raised
10. Reimbursement of employee.
11. Vendor Reco.
12. Provisional Sheet

- 2) **Sava Healthcare Limited (Pharma)**
Shed No. 508, GIDC Estate,
Wadhawan City,
Surendranagar-363035
Tel No. 02752-300800
Email: internalaccounts.mfgr@savaglobal.com
Date of Joining: 11th Mar 2018
Ended on: 17th Aug 2018
Designation: Account Executive

❖ **Job Description:**

- 1.GRN (Goods Receipt Note) Valuation, Item Rate Valuation.
- 2.Purchase invoice booking
- 3.Bank Payment
- 4.Bank Reconciliation
- 5.Vendor Reconciliation
- 6.MIS Report Preparing on monthly Basis and sent to management
- 7.Helping Management to make decision regarding Cost Maintain
- 8.Purchase Return note and debit note preparation
- 9.Purchase invoice verification with Purchase Order
- 10.Customer Reconciliation
- 11.Vendor Payment follow up with HO
- 12.Provide various Report to HR on Requirement basis
- 13.Helping Local Purchase team for small and regular vendor PO Preparation.
- 14.Cross Verification of Freight Inward as well as outward with PRC and make Instant payment by cheque.
- 15.General Accounting work.
- 16.Each document is attached in ERP Software in PDF Format.
- 17.TDS Working sent to HO for TDS Payment & Return
- 18.Using Progen Software
- 19.Account Payable
- 20.Account Receivable
- 21.Cash Management and cash reconciliation

3) Delicia Foods Pvt Ltd
Royal Park society,
Plot No: 5th & 6th
Opp. Shantinagar Society
Outside Salempura Gate
Palanpur,
Gujarat-385001
Email ID: accounts.palanpur@monginis.net
Designation: - Account Executive
Joining Date: 01st Jan 2016
End on 17th Nov 2017
Reason for Change Job: Company closed its plant where I had been working.

❖ **Job Description: -**

1. Day to Day accounting Entries in Dos Programme & Arokia Software
2. Bank Reconciliation
3. Bank Receipt and Payment
4. Cash Receipt and Payment
5. Petty Cash Management
6. Account Receivable
7. Account Payable
8. Maintain RG-1 Part-I- Taxable Goods
9. Maintain RG-1 Part-I- Non-Taxable Goods
10. Maintain RG-1 Part-II- Service Credit
11. Maintain RG-1 Part-II- CENVAT
12. Maintain RG-1 Part-II- PLA
13. Filed ER-1 Central Excise Return Online
14. Maintain Raw Material Store, Inward-Outward Entries, Issue of good To Production Department
15. Prepared Sales Invoice and Daily Stock Register,
16. Prepared Credit note Against Goods Return Note, And Goods Variation Note.
17. Prepared Cheque for purchase payment

4) Shri Shakti Tafe, Radhanpur
Radhanpur-Kandala Highway,
Near 66 KV Substation Vidhut Board,
Radhanpur-385340
Email ID- shritafe@yahoo.com
Job Title: - Accountant Cams Sales coordinator
Joining From: 01st June 2013
End On: 31st Dec 2015

❖ **Job Description:**

1. Accounting voucher Entry In TALLY.ERP9
2. General Accounting Work
3. Petty Cash Management
4. Account Receivable & Payable
5. Sales Invoice & Store Management
6. VAT Procedure
7. Daily Customer Follow up And Update Follow up in TAFE prospect management System
8. Daily Performance report and Daily service report
9. Weekly Performance Report and ATS Report.
10. Handle Tractor Exchange Portal (TEP) Program me.
11. Monthly TIMS, Performance, ETS Report, Service Report

5) **Shree Shakti Tractors, Palanpur**
1, ShriHari complex,
Below Income tax office,
Abu highway,
Palanpur-385001.
Email ID- shri.shakti_tafe@yahoo.com
Job Title: - Accountant Cams Sales coordinator
Joining From: 01st June 2013
End on: 31st Dec 2015

❖ **Job Description:**

- 1 Accounting voucher Entry In TALLY.ERP9
- 2 VAT Procedure
- 3 Daily Customer Follow up And Update Follow up in TAFE prospect management System
- 4 Daily Performance report and Daily service report
- 5 Weekly Performance Report and ATS Report.
- 6 Handle Tractor Exchange Portal (TEP) Program me.
- 7 Monthly TIMS, Performance, ETS Report, Service Report.
- 8 General Accounting Work
- 9 Petty Cash Management
- 10 Account Receivable & Payable
- 11 Sales Invoice & Store Management

REFERENCES

- 1) Mrs. Lipi Chakraborty
HOD-Finance
Sava Healthcare Ltd-Pune
Contact No: +91-9881090103
- 2) ChintanSolani
Account Manager- Head Office
Monginis Foods Pvt Ltd
Andheri
Contact No: 09967052282
Email ID: chintan.solani@monginis.net
- 3) Shaileshbhai Shah
Taxation Advisor & Lawyer
Contact no: 9825412544
Email ID: shailesh.nilam@yahoo.com

I hereby undertake to declare that all the above information mentioned is true to the best of my knowledge and belief.

Date:

Yours Faithfully

Place

(Himmatsinh R Gadhavi)

