

Dimpal Sureliya

Phone : **+91 9925525659**

Email : **dimpal_sureliya@yahoo.com**

CARRER OJECTIVE

To promote the goodwill of the company for better output through a disciplined, organized and progressive ways with my sincere hard work and utmost endeavors in the task entrusted to me, along with my growth even if there are any hurdles trying to stop.

VODAFONE IDEA LIMITED

VODAFONE IDEA LIMITED is an Aditya Birla Group & Vodafone Partnership Company, India's first truly multinational corporation. VIL is a pan-India integrated GSM operator offering 2G, 3G and 4G services and has its own Long Distance operations, and ISP license

Designation : **Senior Accountant (Associate manpower)**
Department : **Order To Cash (DoT -AGR)**
Duration : **Since January 2020 to till date**
Location : **Ahmedabad, Gujarat**

Key Responsibilities:

Current Role

- Preparation of pass thru charges in the prescribed format for the PSTN and Roaming charges claimed as deductions in AGR.
- Extraction of Running bank statements from portal.
- Managed accounts by analyzing costs and revenues, Payment and Receipt.
- Document validation.
- Organizing all payment & Receipt bank statements
- Prepare and submit Banker's certificate on quarterly to meet the DoT compliance.
- Reconciliations of Bank statement and Banker's certificate monthly & quarterly.
- Analysis of TDS & 26Q Mapping.
- Consolidation of Bank statements and MIS.
- Scanning of invoices for across 22 circles.
- Splitting of invoices for uploading in the SARAS.
- Uploading of claim sheets along with split documents in SARAS.

PolyeRub Industries

Ahmedabad, Gujarat.

Designation : **Sr. Executive**
Duration : **December 2013 – December 2018 (5 Years)**
Location : **Ahmedabad, Gujarat**

- Handling entire accounting system of business operations with multi tasks from material purchase, sales, bank with reconciliation and general entry in tally. Actively involved in transaction audit and resolution of audit queries.
- Communication over e-mail related to vendor registration process, quotations; prepare Performa invoice, tender related documents and inspection documents. Also responsible for uploading required documents for vendor registration in customer's portal.
- Online tender submission work i.e. submission of technical bids and commercial bids along with uploading of mandatory documents.
- Independently handling export related documentation which includes preparation of packing list, generation Performa invoice, COA, bill of landing, export value declaration form, shipper's letter of instruction & LC related work.

- Preparation of purchase orders, PO acceptance, Dispatch communication, preparing list of pending dispatch quantity and preparing reports of purchase and stock maintenance as per company's format.
- Providing support in ISO documentation work i.e. plant details, list of machinery & list of measuring instruments, calibration records, company profile, and other relevant documentation work

Account Consultancy

Ahmedabad, Gujarat.

Designation : Accountant Assistance
Duration : December 2011 – November 2013 (2 Year)
Location : Ahmedabad, Gujarat

- Accounting work in tally, doing all data entry work related to sales, purchase, expenses & general entries. Also extraction of P & L and balance sheet from Tally at the end of the year for audit purpose.

Goyel Badi & Associates

Ahmedabad, Gujarat.

Designation : AUDIT ASSISTANT
Duration : July 2010 – November 2011 (1.5 Year)
Location : Ahmedabad, Gujarat

- Visiting our valuable clients for conducting audit and responsible for entire account function and audit.

ACADEMICS

- **B. Com** from Gujarat University, Graduated in 2011

COMPUTER LITERACY

- **SAP**
- **MS Office** (MS Word, MS Excel, MS Access, Power Point,)
- **Tally ERP.9** Software.

HOBBIES

- Travelling
- Listening of Music
- Cycling
- Photography

SKILL

- Interpersonal Skills
- MS Excel , MS- Office , Tally ERP 9 , Presently working on SAP
- Strong Analytical and logical skills
- Punctual, Hard Working
- Positive Attitude

PERSONAL DETAILS

Name : **Dimpal Sureliya**
Address : B-302, Shivam SKY, New Maninagar,
Nr, Baroda Exp Way,
Ahmedabad-380026
Date of Birth : October 13, 1990
Language : English, Hindi, Gujarati.
Nationality : Indian