

Hitesh C Pipaliya



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Professional Summary

Experienced Account Officer offering 8 years of experience in Service Industry driven to provide efficient, accurate and high-quality support.

Objective

Seeking a position as an Accounting Manager where extensive experience will be further developed and utilized.

Skills

- Regulatory filing & Compliance
- Teamwork
- Time Management

Technical Skills

- ERP Finance
- Connect Portal
- In Design
- SAP
- LMS & Sales Force
- Tally Prime
- MS Office Advance

Languages

- Gujarati
- Hindi
- English

Hobbies

- Chess
- Softball (National Level)

Experiences:

CEPT University

Executive (June'22 to Current)

- Vendor's Payment
- Making an Invoices
- Records all the Expenses
- Travel & Logistic mgt.
- To Record of the Inventory
- Make a Booklet, Poster, and Catalog etc.
- Organized the Events, Meetings and Calendar
- Deal with the Vendors
- Co-ordinate with other Institutes

Aakash Educational Services Ltd. + Byjus

Account Officer (Oct'17 to May'22)

- Fee Collection of Students
- Collection mode used in ERP via Cash, Cheque, Online, BFL, NACH/ E mandate, lumpsum, Etc.
- Maintain the MIS reports of fee due records, collection, transfer, and refund
- Applied the scholarship as per the SOP's
- Daily bank transaction and Cash transaction
- Maintain the Pdc's EMI and deposit in Bank
- Petty cash mgt. in ERP & Books
- Maintain Daily Expenses and Income
- Monthly / Quarterly mgt. Accounts preparation
- Quarterly / Yearly closed the books of Account
- Vendor payments as per the T&C
- Refund process as per T&C
- Generated budgets and forecasts on a quarterly basis and presented to management team
- Ensured compliance with accounting deadlines
- Reconciliation of Bank, Card, Online Payment and etc.
- Stock records and reconciliation
- Stocks GRN and transfer report

Satyameva Jayate International School

Account Executive (Sep'15 to Sep'17)

- Make a fee Receipts of Students fee collection
- Make a voucher and Booked in Software
- Reconciled the Bank, Vendors and Students Related Transactions
- Manage the vendors Account and make a cheque for payment
- Make a salary slip and working sheet
- Liaised with bankers, insurers, and solicitors regarding financial transactions
- Scrutinize all the Vendors Payments, collection, clearance etc.
- Stock records on the systems and also reconciled

JKMM Auto Consultancy

Account Executive (July'14 to Oct'15)

- To Maintain Daily Petty Cash
- Daily collected cash booked in Software
- To record all the income and Expanse in books

Education and Qualification:

- Post-Graduation Diploma in Finance Management course completed in 2017 from BK School of management.
- BBA completed in 2014 with 60.20% from Shree Chiman Bhai Patel Institute
- H.S.C from Nalanda Vidyalaya in 2011 with 64.93%.
- S.S.C from I.D.Patel in 2009 with 67.23%.

References:

- As per Requested.