

VISHAL JAGDALE

Address · B 409 SAYAJI SAMRUDHI KATHWADA AHMEDABAD

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MOBILE NUMBER:7984009087

EXPERIENCE

2018-2020

Account assistant (P.M and Company)

Providing support to the accounting department.

Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.

Handling communications with clients and vendors via phone, email, and in-person. **Assisting with audits, fact checks.**

2020- till date

Account executive(P.M and Company)

Verify, allocate, post and reconcile accounts payable and receivable produce error-free accounting reports and present their results analyze financial information and summarize financial status

Spot errors and suggest ways to improve efficiency and spending manage accounting assistants and bookkeepers

Education

2017

12th completed, (Nelson English Medium School)

2022

B.com , (Gujarat university)

2023

MBA Finance(running)

Skills

- Managing vendor account
- Invoicing
- Online payment (NEFT, RTGS, IMPS)
- Auditing with help of C.A
- Handling all GST related matters
- Bank RECO, GST RECO, income tax RECO
- Preparing Balance sheet and P & I
- Tax preparation
- Reporting to C.A
- Time management
- Excel(VLOOKUP-HLOOKUP)(PIVOT TABLE)
- Knowledge of GST, income tax
- Monthly, yearly closing
- GST and TDS payment

Hobbies

Playing cricket, outdoor activities, long drive with friends

