

## Curriculum Vitae

**NIRAV VYAS (PGCT & B.COM /USA & UK ACCOUNTS / 17+ YEARS OVERSEES & EXP. )**



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### **CAREER OBJECTIVE**

To gain greater insight into the field of **Finance & Accounts** by way of exposure to real work atmosphere in a well established organization. Also, to seek a challenging career in the field of Accounts and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

### **SUMMARY OF SKILL & EXPERIENCE**

- Having Overseas (London) working experience for Training and stay.
- Have worked with the Multinational Organization as well as with Ahmedabad's ranked Chartered Accounting Company.
- Having 15+ years of working experience in USA/UAE & UK Accounting Arena and have acquired know-how in the areas like UK Weekly Accounts, Accuracy level, Excellent Administration, Communication & Dealing with UK/USA & client.
- Highly flexible and adaptable contributor, adept at meeting deadlines
- Team Player, Resourceful, goal oriented possesses strong organizational, communication and analytical skills with ability to work under pressure and multi task in a fast paced environment.

### **ACADEMIC QUALIFICATIONS**

- Post Graduate certificate in Taxation from Gujarat University in 2013.- B Grade
- Bachelor of Commerce with Accounting & Auditing from Gujarat University in 2004- 50%
- Higher Secondary Education from GHEB in year 2001- 56%
- Senior Secondary Education from GSEB in year 1999 – 56%

### **ORGANISATION EXPERIENCE:**

**Present Organization: "NEXTGEN CLEARING PVT LTD"- AHMEDABAD**

**Industry Type: IT & Communication Services (International)**

**Designation:** Business Analyst

**Duration:** - Nov 2019 to Present (2 Years +) Remote working (WFH)

#### **Job Description:**

- Expenses and consultancy invoices submission reminder
- Collate monthly expenses, consulting invoices and payable invoices
- Code up all expenses & payable invoices and post

- Obtain approval for all expenses prior to being released for payment
- Obtain approval for all payable invoices prior to being released for payment
- Payment approval sheet to be sent out first day of the week
- Purchase Order Verification (Procurement)
- Travel PO Verification (Travelling related)
- Supplier invoice posting
- Accrual report (Every 7th Of each month)
- Monthly outstanding supplier list (before 10th of each month)
- Accrual of expenses & Prepayment
- PO summery to be check on weekly basis
- Debtors report (Every Monday)
- Bi-weekly orange report (Every 15 days)
- Updated Billing summery on monthly basis
- Credit card reconciliation & Barclay card posting
- Assist with Yearend Audit queries
- Assist with Sales commission

**Present Organization: "ISHAANPREM INFOSOFTECH PVT LTD" - AHMEDABAD/ BHARAT ARMY**

**Industry Type: Travel & Tourism (International)**

**Designation: Head of Accounts**

**Duration: - Jan 2018 to Nov 2019 ( 1 Year & 11 Months)**

**Job Description:**

- Accounts & Book Keeping.
- Cricket world cup -Payment and receivables
- Cost & Financial Analysis of Travel Expenses/ Purchase & Sales
- Inventory and warehouse stock accounting & Reconciliation
- Cordination with CA
- Review work done by Team member

**Present Organization: "DIVYAKANTI MANAGEMENT CONSULTANT PVT LTD", MUMBAI.**

**Industry Type: Consulting firm**

**Designation: Entrepreneurship – Accounts & HR**

**Dept. Team Size: 7**

**Duration: - Jan 2017 to Nov 2017 (10 months)**

**Job Description:**

- Sourcing for the suitable profiles through various channels including portals, walk-ins, and head hunting, internal and external referrals and through external agencies.
- Maintaining all personal files of staff and workers, Employee transfers letters, experience/Relieving letters.
- Responsible to complete joining formalities, Generation of employee ids, Appointment letters, Opening of Bank accounts, Issuing ID cards etc.
- Issuing Offer Letters, Appointment Letters, Transfer Letters & Confirmation Letters

**Previous Organization: "PAPERCHASE ACCOUNTANCY (I) PVT LTD, AHMEDABAD"**

**Designation: Accounts Executive**

**Duration: - Sep 2012 to Till Dec 2016. (4 Years & 3 Months)**

**Industry Type: KPO Outsourcing**

**Dept. Team Size: 50**

**Job Description:**

**Handling UK restaurant Weekly Accounts:**

- Handling UK /USA & UAE Weekly Accounts with operating entry assistant software.
- Preparation & Submission of Management Analytical report to UK/USA restaurant
- Dealing independently with client regarding any query or issue raised.
- Posting of invoices for Sales, Purchase, Banking, and Wages.
- Preparation of MIS & Petty report of Expenses
- Review of Purchase & Gross Profit of Restaurant
- Analysis and Submission of Complimentary & Void report to CEO of Restaurant
- Direct communication with restaurant CEO & Chef regarding any query or concern with Management Analytics.
- Preparation of Yearly, Monthly & Weekly Analytics.
- Other motivational activity as per direction of Top management

**Previous Organization:** "CYBERTHINK INFOTECH PVT LTD", AHMEDABAD

**Designation:** Sr. Billing Executive

**Duration:** July - 2008 to July -2012 (4 Years & 1 Month)

**Industry Type:** BPO/IT/SOFTWARE Outsourcing

**Dept. Team Size:** 5

**Job Description:**

**Invoicing of Consultant:**

- Client Invoicing/Billing in QuickBooks from consultant timesheet
- Preparation of Consultant expense report
- Timesheet Management of USA consultant and query solving for invoicing
- Timesheets entry in payroll system, Report Generation, Pre-collection Activity.
- Accounts receivable activity from QuickBook reports.
- Payroll Generation from lmployee online software
- Job order verifications (Communication with Accounts Payable contact in USA )
- Reminders send to consultant for submitting Timesheets.
- Quality check of Invoicing
- Quality check of Payroll process

**Previous Organization:** "KST INTERNATIONAL LTD", AHMEDABAD

**Designation:** Executive Accounts

**Duration:** Aug - 2006 to June -2008 (1 Year & 10 Months)

**Industry Type:** OIL & GAS

**Dept. Team Size:** 5

**Job Description:**

1. Maintenance of computerized Accounts in tally 7.2
2. Cash/Bank payment Vouchers preparation
3. Petty Cash handling
4. Submit reports to CA on weekly bases
5. Preparation of financial statement
6. Other activities as per direction from Country Manager

**Technical Skills:**

- Applications- (Ms-Word, Ms-Excel, Ms-PowerPoint)
- Working Platform: Windows XP, Vista, Window 7
- QuickBooks
- RATS

- Iemployee (Online USA Payroll software)
- Access
- SunSystem

#### **Professional Achievement:**

- I have successfully given public speech on motivation in Ahmedabad in front of thousand people from event organised by Dipti Shah Institute of English & Public Speaking.
- My work has been well appreciated by UK/USA & UAE restaurant CEO as well Top Management of Organisation.
- Oversees work experience added as advantage recently
- I have did many events & function of the company with well event administration.

#### **Extra and Co-Curricular Activities:**

- Dipti Shah Institute of English & Public Speaking – Learn English & Public speaking
- Ahmedabad Management Association - English & Public speaking
- British Academy- Elementary English
- ICA – (Institute of Computer Accountant) – Tally 7.2, MS office

#### **Personal Particulars**

Date of Birth	: 30th September 1984
Gender	: Male
Marital status	: Married
Father's Name	: Mr.Satish Nanalal Vyas
Nationality	: Indian
Languages Known	: English, Hindi and Gujarati

#### **DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge. If given a chance, I will try my best to come true to your aspirations and will prove my mettle in most Trying situations.

Date

**NIRAV VYAS**