

Amitsinh Padhiyar

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PROFILE SUMMARY

- **8 years** of experience in Accounting, Planning & Reporting in industry
- **A keen analyst** with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting to internal and external stakeholders
- Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations
- Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements

AREAS OF EXPERTISE

- Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
 - Preparing and presenting weekly and monthly management reports on cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Controlling and maintaining fixed assets; streamlining reports & entries, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value
- Preparing And Planning Various operations related To TDS for example Employees TDS Deduction, Vendor TDS deduction etc.
- Preparing and planning GST Reports like GSTR-1 & GSTR-3B.
- Holds strong grip on Payroll entries and Payroll Reports.

EMPLOYMENT DETAILS

➤ **March' 2020 – Till date with Fashion Fair Apparels Pvt. Ltd as an Accountant Manager**

➤ **Key Result Areas:**

- Accountable for the:
 - Maintenance of cash & bank books for local currency.
 - Preparation of the age wise debtor statements and accounts receivable statements
 - Cash flow & fund flow statement
 - Bank Reconciliation, Purchase & Sales
 - TDS Calculation & GST Calculation
 - Prepare Account Audit Doc. (Finalizing Balance Sheet, Maintain Provision. etc)

➤ **June' 2019 – March' 2020 with Sun Buildcon Pvt. Ltd as an Accountant**

➤ **Key Result Areas:**

- Accountable for the:
 - Maintenance of cash & bank books for local currency.
 - Preparation of the age wise debtor statements and accounts receivable statements
 - Cash flow & fund flow statement
 - Bank Reconciliation, Purchase & Sales
 - TDS Calculation & GST Calculation

➤ **Feb' 2017 – May' 2019 with Elegant MicroWeb Technologies Pvt. Ltd. As an Accountant**

➤ **Key Result Areas:**

- Accountable for the:
 - Maintenance of cash & bank books for local currency and foreign currency accounts (GBP, USD, Euro & Yen)
 - Processing the foreign principal payment
 - Preparation of the age wise debtor statements and accounts receivable statements
 - Cash flow & fund flow statement
 - Bank Reconciliation, Purchase & Sales
 - TDS Calculation & GST Calculation
- Carrying out reconciliation of:
 - Vendor Ledger
 - Petty cash books & foreign currency accounts
 - Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities
- Handling the preparation of:
 - Report against the external auditor note
 - Payroll sheet including leave & final settlement for employees
 - Monthly Finance Report
 - Inventory Status Report
 - Fixed Assets Schedule on monthly basis

➤ **June' 2015 – Feb' 2017 with Kiran Motor Limited as Account Assistant**

➤ **Key Result Areas:**

- Responsible for the:
 - Statutory & Financial Audit of Manufacturing & Trading Companies
 - Maintenance of books of accounts of the clients
 - Prepare of Salary Structure for All employee
 - Involved in the maintenance of inventory register which involved Inventory valuation report, Inventory flow report
 - Handle to Vendor for All Workshop of Kiran Motor Ltd.
 - Purchase And Sales entry

- I have worked in this institution from oct-2009 to july-2011 as a Computer Operator in Laxmi computers from Paldi.
- I have worked SEI-Umeed Government Project in Chiripal Group for 2 Year As a Tally Faculty.
- I have 11months experience of "School Co-coordinator"(Computer trainer) in Vinzol Gujarati School no- 2. And 6 months experience (National computer Education programme of computer trainer.

JOB PROFILE& RESPONSIBILITIES:-

- To get challenging Position within an organization where I could use my skill more professionally and efficiently and seek as the challenging Position.
- I am seeking a position within a Teaching Field.
- An unwavering commitment to customer service, with the ability to build productive relationship, resolve complex issues and win customer loyalty.
- Strategic relationship/partnership building skills-listen attentively, solve problem creatively, and use tact and diplomacy to find common ground and achieve win outcomes

IT SKILLS:-

- M.S OFFICE.
- D.T.P.
- D.T.P IN I.T.I FROM KUBER NAGAR
- TALLY 7.2 & ERP-9 & TALLY PRIME
- OPEN OFFICE TOOLS(LINUX)
- HARDWARE & NETWORKING

EDUCATION

- **B.Com.** from Gujarat University, Ahmedabad in April-2012
- **H.S.C** from G.H.S.E.B board in March-2009
- **S.S.C** from G.S.E.B board in March-2007

PERSONAL DETAILS

- Full Name : - Amit Govindbhai Padhiyar
- Personal address : - 61.Sarita park Soc, Near. Urmijivan Soc, Opp. Harikrishna Soc. Vatva Vinzol Crossing Road, Vatva, Ahmedabad- 382440.
- Date of birth : - 1st May,1992
- Gender : - Male
- Cast : - Hindu Rajput
- Marital status : - Married
- Nationality : - Indian
- Language known : - English,Hindi,Gujarati

DECLARATION

I do hereby declare that all the above information given by me is true to the best of my knowledge and belief

You're faithfully

Amit Padhiyar