





Navneet Nema

Email :

navneetnema10@gmail.com

Contact No.:

9165425868,8770507089

Contact Information :

Present Address: VADODARA  
(G.J.)

Personal Data :

Father Name : Mr.\_Mahesh  
Nema

Mother Name :-Mrs. Asha  
Nema

DOB : 10<sup>th</sup> August 1991

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known:

English, Hindi.

Hobbies:

- ☐ Listening Music
- ☐ Travelling,
- ☐ Reading books
- ☐ Sports

**Objective:**

To attain professional competence and always strive to work in an organization, which offers opportunity for professional as personal growth.

**Total Work Experience 4 Year 3 Month**

Presently working as a senior operational assistant in **MRF LIMITED Vadodra**, Working on SAP 3 modules- FI (Financial Accounting), MM (Material Management), SD (Sales & Distribution).

**Job Responsibility:**

- Bookkeeping, Account Payable, Receivable, Salary Payable.
- Purchase, Sales Data management of Account
- Monthly stock audit & Financial ,Claims Record management
  - Accounts Credit &Debit note Provide Our B2B .
- GST & TDS Monthly Working, Cash flow, fund flow Statement of Account.
- B2B Customer Relationship in Our Business Financial Plan.

\* Company Name: NEXA My Wheels Pvt. Ltd.

Job Designation: Accountant (Operations) Working In Tally ERP -9

Duration: (2 Year )

Certificate from May -2017 To April-2019

**Job Responsibility:**

- Planning Day Book Accounting, cash flow, fund flow management.
- Account Auditing, Financials Records management.
- Purchase, Sales Data management of Accounts.
- Day Book Income, Expenses.
- Cash Book Handling, Banking.
- Bookkeeping, Account Payable, Receivable, Salary Payable.
- Record to Report Function Management.
- Billings, Invoicing in Accounts
- Reconciliation of Accounts /Ledger (operations)
- Bank Reconciliation, Vendor ,Reconciliation, Customer Reconciliation
- Recording of journals, Monthly Adjustment of Accounts.
- Stock Statement, Credit & Debit Note.

**Taxation (GST) TDS & TCS.**

- Review Purchases and assess sales tax.
- Goods & Service tax Return Working.
- TDS &TCS working.

\* Company Name : Sagar Autotech Pvt. Ltd.(Bhopal)

Job Designation: Account Executive

Duration: (1 Year 4 Month) Complete.

Certificate from Jan-2016 to April-2017

**Job Responsibility:**

- Financial & Account data management.
- Invoicing, Billing.
- Day book accounting management system

\*Company Name : Soft age Information Technology Limited (Bhopal)

Job Designation: Spoke Officer

Duration: (7 Month) Complete.

June-2015 to Dec -2015

**Job Responsibility:**

- Vodafone Form of Sims Verification.
- Record to Report Management System.

### Computer Proficiency

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- Tally ERP9 (6.4.7)
- Excel
- MS Office.
- DMS (MSIL) Software

### Competencies & Skills

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- Doing smart work.
- Adjusting & Understanding nature.
- Good Communication Skills.

### ***Strength:-***

- Patience.
- Sincerity to words job & Punctuality
- Able to work under pressure
- Convincing ability
- Manage time very well
- Smart work in job
- Positive attitude

### ***Academic Record***

#### Master in Business Administration

- VNS Institute of & Management
- Masters in Business Administration
- Finance & Retail Marketing (57.93%)
- Year - 2013-2015

#### Bachelor of Commerce

- Sunrise College of Excellence
- Barkatullah University Bhopal.
- Stream B.Com. (69.35%)
- Year - 2010-2013

#### High Secondary Certification (10+2)

- M.P. Board, Bhopal
- Stream Commerce (63%)
- Year - 2010

#### High School Certification

- M.P. Board Bhopal
- Year -2008 (67.8%)

### ***Declaration***

I confirm that the information provided by me is true to the best of my knowledge And belief.

Place

VADODARA

Date :September-2019

Navneet Nema