

Nimesh Solanki

Accountants & Online Marketing

Contact

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Skills

Managing accounts



Creating accounts



Accounts reconciliation



Finalization of accounts



Sales expertise



Online sales & Email conversation



Orders & payments followups



Precise Accounts Payable Specialist with 6 years of experience working with accounts. Skilled at fixing account and data discrepancies with professionalism and using Tally ERP 9. Proven history of resourcefulness, accuracy and extensive knowledge of Accounts and sales.

Work History

2018-06 -

Current

ACCOUNTS & SALES

Industrial products pvt ltd

- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Entered financial data into company accounting database for verification and reconciliation, maintaining accurate and current accounts at all times.
- Used Tally ERP 9 Software to accurately manage over account.
- Managed and updated financial accounts and permanent records for more than 190 current clients.
- Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
- Complied with all established policies and performed bank reconciliations, accounts payable/receivable, invoicing, billing, collections, balance records, vendor payments and profit and loss statements for 190 clients.
- Prepared and mailed invoices to customers, processed payments and documented account updates.
- Assisted day staff by completing daily computer backups, virus checks and program updates.
- Daily phone call to customer for the orders and payment.
- Make the quotations according to clients requirement and send by E-mail with technical details / catalog,
- Followups to clients for inquiry status and orders status by E-mail and phone calls.
- To make the Test certificates of products and provides to clients,

Technical discussion of products

Serch new buyer online

Software

Tally ERP 9

MS office with word, excel & power point

Email conversation

Photo shop

Adobe reader

Paint

2013-04 -
2018-05

- Finalization with clients for the project orders.
- To make the festival greetings on behalf of company and post in social media for digital marketing purpose.
- Daily send gental reminder mail to client for the inquiry status purpose.
- New product upload in website with post new offers in company website.
- New Vendor registration procedure.
- Inquiry/quotation/technical/invoicing/payment/dispatch arrangement whole procedure followups with clients.

Accountants

RHT PHARMACEUTICALS PRIVATE LIMITED, SARKHEJ, GUJARAT

- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Collected and arranged financial information and entered details into PDIS+ financial management system.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.

Education

2013-04 -
2016-06

Master of Commerce

Gujarat University - Chanakyapuri

2009-06 -
2012-03

Bachelor of Commerce

Gujarat Commerce College - Ellisbridge Ahmedabad