
CAREER OBJECTIVE

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

EDUCATIONAL CREDENTIALS

B.Com(March-2011), Gujarat University with first class

D.T.P. Course for 1 year with second class

WORK EXPERIENCE

Centre for Innovation Incubation & Entrepreneurship (CIIE), IIM Ahmedabad

April'13 - Present

Senior Executive Accountant; Work exposure & responsibilities handling include:

- Maintain separate books of accounts for FCRA and non FCRA(in Tally & quickbook both software)
- Book accrual based expense without any material error. (expense should booked in the same month it has incurred)
- Checking, rectifying expense claimed by employee against travel request/non travel. (track travel exp i.e. cab , reimbursement, train/air fare should be linked with travel request).
- Timely Payment to Vendors, Investments, Employee etc without error / delay. (the payment should be done within 3 business days from the request submission date)
- Deduct appropriate TDS from vendor payment, deposit tds to govt account and distribution of form 16A on quarterly basis (Distribution of form 16A should be within seven days from end of following month of preceding quarter e.g Q-1 April - June - form 16A should be sent by 7th August)
- Process salary monthly (before 30/31st of every month)
- Track all Advances/debit note to employee / vendor and settle them within time limit.
- Raise invoice to the party, follow up with them and recover dues.
- Co-ordinate with banks with regards to book FDs, open new bank account, close bank account on closing of program/activities and update bank record in case of any changes in mode of operation of account. Provide letter when any FC fund is received
- Bank reconciliation done every month
- Collect and file form 16A received from banks/vendors and book tds receivables
- Prepare cash-flows fortnightly (cash flows should be updated within five days from end of fifteen days). Get them verified and signed by manager
- Preparing Utilization Certificate and submit to the donor.
- Maintain required documents under PF act and get PF audit done monthly
- Make account closing entries at the end of financial year. Provide necessary data to auditors and co-operate during audit.
- Provide necessary data in case of any scrutiny assessment.
- Keep the audited accounts in proper file & get them hard bound for further use.

Venus Corporation Ahmedabad

April'11 to March'13

Accountant; work exposure & key responsibilities:

- Maintaining books of accounts
- Vendor payments
- Reconciliation
- Banking relations
- Stock maintaining in excel
- Follo up with vendors against outstanding
- Tds deducting & deposited the same in govt
- Sale,Purchase Journal,Payment,Receipt entries made in Personal Software
- Statutory Work-Tds, P.T.,P.F

Accountant; work exposure & key responsibilities:

- Maintaining books of accounts
- Vendor payments
- Stock maintaining in excel
- Follo up with vendors against outstanding
- Tds deducting & deposited the same in govt
- Sale,Purchase Payment, Receipt,Journal entries made in tally
- Statutory Work-Tds, P.T.,P.F
- Reconciliation
- Excise Data Sending to the Government

SKILLS

- MS Office tools
- Tally ERP 9,
- Quickbook
- PFMS portal
- Internet accessibility
- Quick Learner
- Efficient in Accounts Management
- Time Management
- Adaptability
- Resolve accounting procedures and discrepancies