

JOSHI JATIN MANOJKUMAR

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Objective

To build career in a growing organization, where I can the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

Experience

<i>11-2021 - Currently working</i>	Baroda Global shared services Ltd. MIS Executive Working Profile:- MIS, Dashboard & chart creation, MIS Automation, Data analysis. Working Software:- MS office, 1 channel, LLPS, Bank Finacle System. <ul style="list-style-type: none">• Respective MIS sharing within prescribed timeline. Daily basis dashboard product & zone with summary by mail.• Prepare and maintain business related MIS report on Daily, W, M basis.• Leads sourcing product zone location wise, internal management dashboard & LAR, pendency, productivity analysis.• Validation and confirmation of bank software data on daily basis.• Ensured daily routines and back-ups were performed efficiently, maintaining comprehensive, reliable records.• Produced monthly Management Information reports, clearly illustrating data trends to identify growth opportunities.• Monitored system performance, promptly implementing changes to optimize resource usage.• Observed MIS function, performing regular maintenance to ensure optimal performance levels.
<i>05-2019 - 11-2021</i>	Vodafone India Pvt Ltd Executive - Audit & Assurance <ul style="list-style-type: none">• MIS related works (V-lookup, H-lookup, Pivot table & other functions)• GST files varification.• Day to day updation works in excel.• Expertise in data analysis.• Perform account receivable functions.• Reconcile vendor statement and promptly investigate and corrected any discrepancies.• Bank statements reconciliation
<i>02-2018 - 04-2019</i>	Kothari Insurance Company Pvt Ltd Account Executive <ul style="list-style-type: none">• Account Analysis and Reconciliation of bank accounts

- General Ledger Accounting of Month, Quarter and year end.
- Expense Reporting and Analysis
- Account Receivable/ Accounts Payable
- Reconciliations of bank statements
- Financial Statements Preparation & Analysis Billing & Collections

Skills

DST & MIS :- Advance Excel formula, V & H Lookup, Pivot table, Countif, Sumif, Dashboard create, Macro, Automation, Power point, word, etc.

Computer Proficiency: ¶ Good working knowledge with Tally Accounting Package (9.0). ¶ Contra, payment receipt, purchase, credit & debit note, Bank statement etc. ¶ Good knowledge in preparation of import - export documentation. ¶ Knowledge in Windows MS Excel, MS Word, MS PowerPoint and many Windows based office applications. ¶ E-Mail, Internet Operations. ¶ Active learning and time management.

Projects

Import-Export Management and International Finance

Completed site visit at Domestic container terminal (Concor), GSEC limited - Air cargo & Adani ports field visit completed and import-Export Documentation reports prepared & submitted.

Education

2022	B K institute of management Diploma in advance financial management and analysis
2019	Gujarat University Ahmedabad M. Com with Accounts
2019	Gujarat University Diploma in Import-Export Management and International Finance
2017	Gujarat University Ahmedabad B. Com
2016	ITCT computer education Govt. Advance Diploma computer education and CCC

Additional Information

Responsibilities:-

- ¶ Monitor & verify Sales executives expense voucher.
- ¶ Reconciliation of customer and vendor account and acknowledgement.
- ¶ Preparing comparison statement to all expense and report submission.
- ¶ Branch accounting and tracking
- ¶ Responsible for monthly billing, Open invoices, sales, annual reports.
- ¶ Managed accounts payable, accounts receivable and payroll departments.
- ¶ Monitored and recorded company expenses.
- ¶ Handled financial transactions.