

CURRICULUM VITAE

Ashvin Prajapati

Address:

Swetanjali soc-1,
Shyamal-cross road
Ahmedabad Gujarat (India)
E-mail: arpashvin2006@gmail.com
Cell No.: +91 9510185800

➤ **Personal:**

- *Date of Birth:* 20th June, 1995
- *Caste & Religion:* Hindu.
- *Nationality:* Indian
- *Languages known:* Gujarati, English, Hindi
- *Hobby:* Music, Dancing, Cricket
- *Marital Status:* Unmarried

➤ **Career objective:**

- To become a leading professional by making the best use of my knowledge. Besides i would like to learn fast-paced environment that offers a breadth of experiences and avenues to realize my ambitions

➤ **Academic Credentials:**

Degree	Year of passing	University	Percentage	Subject	Class
MBA	2021	Chimanbhai Patel Institute of Management Ahmedabad (GTU)	75%	Finance	Distinction
L.L.B	2018	Sir L.A Shah Law College Ahmadabad	58%	General	First
B.com	2015	H.L college of Commerce, Ahmedabad	68%	General	First
H. S. C.	April-2012	GHSEB, Gandhinagar	79.29%	Commerce	Distinction
S. S. C.	April-2010	GHSEB, Gandhinagar	70.31%	General	Distinction

➤ **PROJECT EXPERIENCE:**

- Successfully accomplished Comprehensive Project on '*A study of customer perception towards fintech service provided by banks in Ahmedabad region*'.
- Successfully accomplished Summer Internship Project on '*A study of investors perception towards the mutual fund investments Undertaken by GTU and Constituent Institutes during January-April 2021.*

➤ **Experience:**

Sr No	Name of the Company	From	To	Total years/months
1.	Paper chase Accountancy PVT LTD	12 th March 2018	22 nd November 20 20	2 years 8 Months
2.	Travel Designer India Pvt Ltd	23 rd November, 2020	20 th November, 2021	1 year
3.	Analytix Business solutions PVT LTD	22 nd November, 2021	Continue..	2 week

➤ **Skills highlights:**

- Strong decision maker
- Innovative
- Client relationship
- Service-focused management
- Tally ERP 9, Quick book, SAP
- MS Office, Management of account Fundamentals of financial management, Business law

➤ **Work Exposure at Rezlive.com**

- **Position:** Account Executive cum Credit controller.
 - Managing Rezlive portal on daily basis and help client for trouble shooting issue.
 - Working on SAP Business partner software
 - Verification of BRS & receipts posting on day to day
 - Assistance to Sales/OPS team for clients related queries/concern for critical issues.
 - Weekly conference call with domestic branches for outstanding follow up with sales team.
 - Maintain & monitor credit limit of credit agents for domestic as well international branch with documentation.
 - Follow escalation matrix for critical outstanding cases.
 - Reviewing accounts receivable on daily basis and updating AR reconciliations including payment receipt, Bank reconciliation and managing Rezlive Portal.
 - Managing payment gateway such as HDFC Cc Avenue, Ease buzz and Pay fort and managing every transaction each and every from them and reconciliation.
 - Providing marketing and operation terms for accounts related Activity
 - Sending statements of accounts and statement of outstanding to cash and credit agent on monthly and fortnightly basis.
 - Preparing SOP for Rezlive product
 - We need to send the service agreement for credit agent through DOC sign and get security cheque or security deposit.
 - Managing Rezlive product on daily basis and help client on trouble shooting

➤ **Work Exposure at Paperchase Accountancy**

➤ **Position: Account Executive**

- Preparing and reviewing Weekly Management Analytics reports that analyze the weekly performance of clients and providing trouble-shooting where required.
- Cooperate with team and taking care of account receivable.
- Single handy managing finalization of weekly report

- Reviewing Account Receivable on daily basis and updating AR reconciliations files.
- Analyzing and preparing prime cost file on weekly basis and provide prime cost report on daily basis.

- Assisting TL in finalization of Books of Accounts and submitting monthly reports to the Clients
- Providing training and guidance to Account Assistance and help them to resolve their queries.

- Preparing bank reconciliation of Cash, and Digital sales.
- Preparing weekly P&L for the restaurant, and suggest variance against sales and other factors like, Employee cost and Complimentary cost

- Invoice posting in a Doc Manager and Preparing weekly Purchase report for clients.
- Preparation of Sales tax and Use tax on fortnightly, Monthly and Quarterly Basis.
- Help Client to minimize their cost and maximize profit by sending weekly reports to the management.