

NIYATI SHAH

PROFILE

Senior Accounting Professional with 7+ years of varied industry experience in all aspects of Indian & US accounting. Acquired hands-on Knowledge of various account & finance segments by working in the Manufacturing, Telecom and Textiles Industry. Skilled in Bookkeeping, General Ledger, AP, AR, Invoice processing, Reconciliation, Internal Auditing, Tax Preparation, GST, TDS etc. Competent in SAP FICO, quickbooks, Tally Prime & MS Office. Excellent Management and interpersonal skills with a proven ability to work independently as well as in a team environment. A Team player with excellent communication and managerial skills.

EXPERIENCE

Senior Account Officer

Welspun Transformation Limited – Ahmedabad: Jun'22 to Present

- Performed daily accounting tasks by using SAP FICO Software.
- Worked on Invoice verification, invoice processing & Remittance processing.
- Tracked Invoice details through Master data Management tool for Audit purpose.
- Responded to vendor emails with appropriate solution within the TAT. Coordinated with Vendors, Bankers, and stakeholders for smoother operation.
- Beneficiary details maintained in MDM, SAP, and Bank portal.
- Debit balance clearing process done for Vendor's ledger.
- Resolved queries of Taxation team.
- Tracked Bills through Newgen software. Bill of entries verified and submitted in bank within 90 days.
- Processed Import remittances, Cash in advance, Down payment, Services & Commission Payment.
- Bank reconciliation was performed for 5 different banks.
- Performed credit card reconciliation & Payment collection work

Accounts Executive

Indian Institute of Management (IIM) - Ahmedabad: Sep'20 to Jun'22

- Payment Processed manually for 500+ invoices with compliance of GST & TDS every month.
- Records Maintained for deposits received & paid to vendors.
- Created customer invoices & monitored incoming payments.
- Reimbursement Processed done for staff & faculty.
- Resolved stakeholder queries within 3 working days timeframe.
- Bank Reconciliation related work done.
- Advance payment for expenses & timely settlement of the same

INFO


Birth Date


8th October, 1994


Gender

Female

CONTACT

 9824247683

 Shahniyati1994@gmail.com

 43, Chaitanya Society,
Navrangpura, Ahmedabad

TECH SKILLS

- Financial Accounting
- Taxation
- Bookkeeping
- Bank Reconciliations
- Bank Remittance
- Financial Reporting
- Auditing
- Payroll Processing

CORE COMPETENCIES

- Accounts Payable (AP)
- Accounts Receivable (AR)
- Accounts Reconciliation

EDUCATION

M.B.A – Finance

Umiya Campus, GTU, 8.3 SPI
2021-23 (Pursuing- Last Sem)

B.B.A - Finance

N.R. Institute of Management,
GLS Campus, 6.68 CGPA
2012-2015, Gujarat University.

HSC - Commerce

Vijayanagar High School
2010 - 2012, Gujarat Board:
Grade: 68%

Accounts Executive

Paperchase Accountancy Pvt. Ltd. - Ahmedabad: Jan'19 to Aug'20

- Performed day to day accounting in quickbooks.
- Processed up to 300+ invoices per week for 3 separate Clients.
- Ensured payments are posted to correct Invoices. Notified team members when any discrepancies were found.
- Fetched Sales Data from different kinds of EPOS and imported in quickbooks.
- Posted customer payments which received through Cash, Cheques, and Credit Cards.
- Downloaded scanned Cheques from Net banking and entered that data into QB daily.
- Prepared and filed tax returns for Sales Tax.
- Performed Vendor and Customer reconciliation from QB.
- Applied manual ACH payments to open invoices.
- Experienced in performing general bookkeeping duties which include posting information to accounting software and regularly reconciling accounts.

TDS Reconciliation Executive

Vodafone Idea Pvt. Ltd, Ahmedabad: May 2016 to Dec. 2018

- Based on purchase orders generated invoices & tracked that invoice collection progress.
- Prepared monthly invoices and added invoices in accounting system.
- Refund processed for customers & other adjustment entries.
- Resolved client queries related to Invoices, Net Terms etc. on mail.
- Validated invoices for purchased items and payment processed for that invoice.
- Prepared debit & credit notes.
- Payment processed on a weekly basis or based on demand.
- Evaluated account and invoice issues such as write-offs, credit memos, short pays, and credits on accounts etc.
- MIS reports generated Daily, weekly & monthly based on requirement.
- Handled Monthly, Quarterly, & Annual Closing Cycles. In the closing process ensured that all corporate deadlines are met.
- Maintained all records like vouchers, bills, and Payments etc.
- Verified and posted purchase & sales invoice details.
- Prepared and filed tax returns for Service Tax, TDS, VAT and Excise duty etc.

TOOLS

- SAP FICO
- quickbooks
- Tally ERP
- Microsoft Office
- Microsoft Windows 10/11

PROFESSIONAL SKILLS

- Problem Solving
- Teamwork
- Management
- Decision Making

INTERESTS

- Singing
- Cooking
- Travelling

LANGUAGES

- English
- Hindi
- Gujarati

CERTIFICATES

- Certificate of NCAT - 2015
- Certificate of MS Excel, (From IIM-Ahmedabad)
- Employee of the Month Certificate (From Paperchase Accountancy, January 2020)
- Certificate of Swarnim Gujarat for participated in Mega cultural program AAGEKADAM GUJARAT – 2011

SOCIAL



<https://www.linkedin.com/in/imniyati/>



live: Shahniyati1994