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| ***Aaryansinh Solanki*** |

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|  | ***Professional Summary***  Organized Accounts Assistant knowledgeable in various accounting programs and possessing solid computer skills. Experienced in handling bookkeeping activities and correcting account errors. Adept at analyzing complex situations and finding creative solutions to challenging problems. Well-qualified financial systems leader offering demonstrated skill and success in managing internal accounting processes, improving controls and strengthening systems for optimal performance. Proficient in all aspects of accounting, including accounts payable and receivable, budget administration and payroll. Gifted in building and leading solid teams to handle high-volume operations with consistency, accuracy and full compliance with regulatory requirements. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.  ***Work History***  Veeshna Polypack Pvt Ltd. - Accounts,Finance & Dispatch  Kanera,Kheda  *01/2020 - 03/2023*   * Maintained clean and organized files by keeping accounts payable records up-to-date. * Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments. * Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable. * Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments. * Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements. * Collection Of Payments On Time With Parties. * Creating Of Export & Import Invoice * Prepared and mailed invoices to customers, processed payments, and documented account updates. * Dispatch and receive delivery orders or products. * Ensure the caller is satisfied with the service provided. * Receive emergency and non-emergency calls and record significant information * Fast typing with experience in data entry Knowledge of procedures and guideline for emergency situations * Proficient in English (oral and written) * Outstanding organizational and multitasking abilities * Active listener with excellent communication skills * Address problems and requests by transmitting information or providing solutions     ***Languages***   |  |  |  | | --- | --- | --- | | **English**:    Advanced (C1) |  | **Hindi**:    Intermediate (B1) | | **Gujarati**:    Advanced (C1) | |  |  | |  |  | | --- | --- | |  | [aaryansinhs@gmail.com](mailto:aaryansinhs@gmail.com) | |  | 889615357 | |  | Bareja,Ahmedabad, India 382425 Bareja,Ahmedabad, India 382425 |   ***Skills***   * Predictive Methods * Closing Procedure * Closing Management * Financial Instrument * Collection Calls * Plan Budget * Data Communications * Manage Cash Flow * Petty Cash Disbursement * Delivery policies * Routing orders * Service coordination * Updating logs * Customer Relations * Dispatching procedures * MS Office * Predictive Methods * Closing Procedure * Closing Management * Financial Instrument * Collection Calls * Plan Budget * Data Communications * Manage Cash Flow * Petty Cash Disbursement * Tax Return Preparations * Delivery policies * Routing orders * Service coordination * Updating logs * Customer Relations * Dispatching procedures * MS Office     ***Education***  03/2019  Dalia Institute of Diploma Studies  Kanera,Kheda  Diploma : Diploma In Computer Applications  Completed My Diploma With 6.75% CGPA in Gujarat Technological University  04/2016  Elite Senior Secondary School  Vavdi,Kheda  SSC : Gujarat Secondary And Higher Secondary Education  Completed My SSC With 73.59 % In Gujarat Secondary And Higher Secondary Education Board |  |
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