**CURRICULUM VITAE**

ANKUR P. KACHHIYA

N-504, Swaminarayan Park-3,

B/H G.B.Shah College,

Vasna, Ahmedabad 380007.

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**Technical Skill**

**Software:** SAP**,** Tally 9.1 and also able to work on another software & Apptran Programming (SQL Base), Indice, ERP software of Microsoft (Axapta).

**Work Experience**

* **November, 2018 to till: J K Lakshmi Cement Ltd (JK Sixer)**

I am currently working in **JK Lakshmi Cement Ltd (JK Sixer)** From Nov, 2018 to Till As a Officer Sales Accounts in Regional Office.

* Maintenance of sales accounting profile of entire Gujarat.
* Monitoring collection deposition at various branches, bank reconciliation and related MIS.
* Authorized & supervision of expenses booking like depot rent / postage & telephone / C & F charges / employee travelling bills / meson meet / Vehicle hire /& market organizer commission.
* Carried out all necessary day to day accounting responsibilities, including journal entries, accounts payable / receivable, bank deposit, invoicing collection etc.
* Prepared MIS for debtors outstanding, collections, C & F Commission and fund requirement.
* Monitored and controlled all activities in accounts payable, receivable, general ledgers, collections, Credit Control, commission and cash flow.
* Prepared commission statement & sales report on monthly basis.
* Checking and passing vendors bills and process for payments.
* Billing control for the dispatches made from various depots.
* SP Finance Scheme Trade & Non Trade as per the policy.
* Maintaining Petty Cash.
* Inventory control of various depots/stores at factory and stock reconciliation.
* Debtors & Creditors analysis and outstanding control and related MIS.
* Verifying claims of the parties regarding shortage & damage and posting in SAP.
* Maintenance of party wise statutory records of all the parties as per the policy.
* Maintenance of various masters like customer account, Freight master in SAP.
* Verifying and passing the commission bills of the distributors and crediting the same in their accounts as per policy.
* Customer & Vendors code opening in SAP.
* Passing of Journal Vouchers of Security deposits & Credit balance etc.
* Implementation of internal auditors recommendations and strengthen internal controls. Handling Audit queries of internal and external auditors.
* **December, 2017 to October 2018: Prism Johnson Limited**

I previously worked in **Prism Johnson Limited** (Formerly Prism Cement Limited) Since Dec, 2017 to Oct,2018 As a Executive Accounts in **SAP** at Ahmedabad Plant .Prism Johnson Limited is one of India’s leading integrated Building Materials Company, with a wide range of products from cement, ready-mixed concrete, tiles, bath products. The company has three Divisions, viz. Cement, H & R Johnson (India), and RMC (India) Division.

**Job Profile**

* Maintaining of accounts in computerized environment in SAP.
* Releasing Payment of Supplier, Vendor & Contractors.
* Booking of Journal Vouchers, Bank Payment Vouchers, Cash Payment Vouchers, Contra Vouchers & Cheque Receipt Vouchers.
* Salary & Wages Preparation & Disbursements.
* Doing reconciliation of Debtors accounts, Creditors accounts & Stores periodically.
* Checking vouchers & Ensuring proper authentication.
* Preparation of Bank Guarantee, document processes and coordination with party.
* Preparing Bank Reconciliation & other Bank related works.
* Preparing details & paid in times statutory payments (GST, TDS, etc)
* Every month Physical Stock Taking from 2 plants.
* **July, 2014 to December, 2017: The India Cements Limited**

I previously worked in **The India Cements Ltd.** From July, 2014 to Dec, 2017 As a Account Officer in Ahmedabad Region Office.

**Job Profile**

* General accounting i.e. Receivable, Payable & Credit control.
* Verifying and accounting of various types of creditors / suppliers bills (i.e. freight, C&F handling, MO commission, Rent, Professional fees etc.).
* Bank reconciliation of CMS collection account and current account.
* Responsible for cash management activity including tracking deposit outstanding check & available balance.
* To look before branch activity and co ordinate with other branches and HO.
* Maintain Cash / Bank Book - Ledger Book & All related work.
* Responsible for avoid penalty & interest by maintaining adherence to internal controls & policy.
* Periodic process for month closing activities - i.e. provisions, general Ledger & supplier ledger analysis, sales variance & freight variance reports for review meet.
* Location wise sales costing reports considering all direct sales expenses i.e. Freight, Handling, Godown rent, Commission, Discounts, Taxes and other fixed expenses.
* Daily collection receipt entries and Debtors aging report.
* Settle customer's claim for short receipt of material.
* Issuance of Sales Invoice and Credit Notes for Commission, Discounts etc.
* Interest calculation on Customer's and Vendor's Security deposit held with the company and issuance of Credit Notes thereof.
* Responsible for Internal & Statutory Audit.
* Upload monthly target data in system as per management approval.
* **July, 2007 to July, 2014: Chartered Logistics Limited**

I also worked in **Chartered Logistics Ltd.** From July, 2007 to July, 2014 As a Accountant in Ahmedabad Branch.

**Job Profile**

* Maintain Cash / Bank Book - Ledger Book & All related work.
* Checking & entering of bills of all Branches.
* To Prepared MIS Report (In Excel / Power Point) for Management as per requirement.
* Doing TDS, VAT Billing to all concerned.
* Assisting to Manger for filling of returns and assessment VAT & TDS.
* Attend Auditors for query and resolve the same.
* Handling in House Sales and Corporate deals.
* To work as per management requirement.

**Educational Qualifications**

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| **Examination** | **University / Board** | **Year** | **Class** |
| M.Com | GUJARAT UNIVERSITY | 2012 | Pass |
| B.Com | GUJARAT UNIVERSITY | 2007 | Second |
| H.S.C. | G.S.H.E.B | 2004 | Second |

**Personal Data**

**Date of Birth:** 28thApril, 1987.

**Language known:** Hindi, English & Gujarati.

**Hobbies:** Travelling & Cricket

**Declaration**

I hereby declare that the above mentioned information is true to best of my knowledge.

Sincerely,

**Ankur P. Kachhiya**