Arpit Ashwinbhai Shah

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Mo No: +91 8905240586

**CAREER OBJECTIVE**

To work with a professional group that will utilize my knowledge and skills towards the contribution to the success of the company. I wish to utilize my proficiency in principles of accountancy towards effective performance of my duties.

**PROFESSIONAL EXPERIENCE**

I have total 6.5 years of Experience in Accounts Department

* **At ‘Intas Pharmaceutical Limited’**

Designation : Officer Accountant

Reporting to : Finance Manager

Duty Duration : October 12, 2015 to September 22, 2018

Salary : INR 2.21 Lacs per Annum

Function Area :

- Day to Day Book Keeping of Bank,

- Purchase Invoice Booking,

- Weekly Payment Process

- CHA Reimbursement Invoice Processing

- Preparation Pending Invoice Report of Vendors and Follow with Purchase Team.

* **At ‘Sanghi Industries Limited’**

Designation : Senior Officer - F&A

Reporting To : Vice President Account &Finance& Ass. General Manager Account & Finance

Duty Duration : Form September 24, 2018 to August 3, 2019

Salary : INR 3.00 Lacs

Function Area :

- Sales Freight, C&F (Logistics Related) Overheads Posting

- Preparing MIS for Freight Cost for Factory and Depots

- Provision for Freight on Monthly Basis for Pending Invoices

- Tracking of Pending Invoice and Booked Invoices

* **At ‘Windsor Machines Limited’**

Designation : Executive Accounts

Reporting To : Manager Account & Finance

Duty Duration : Form August 5, 2019 to November 11, 2020

Salary : INR 3.50 Lacs per Annum

Function Area :

- Day to Day Book Keeping of Bank, Purchase, Expenses,

- Maintain Collection and Payable Dues.

- Maintain Day to Day Banking & Cash Transaction & Related Matters

- Preparing Export Document & LC payment Clearance Documents

- Daily Base E-way Bill Generation work for sales and Job Work Transactions..

- Sales & RCM Reconciliation with Books of Accounts.

- Costing work for Import Duty Payments.

* **At ‘Almansoori Petroleum Sevices LLC’**

Designation : Assistant Accountant - F&A

Reporting To : Finance & Accounts Head

Duty Duration : Form November 19, 2020 to November 18, 2021

Salary : INR 4.68 Lacs

Function Area :

- Hotel Food Bills & Accommodations bills Overheads Posting as per Contract

- Material & Service Bill, Freight Bill Booking as per contract rate & Purchase Order.

- Preparing MIS for Freight, Hotel, Travelling Cost for Company

- Preparing Weekly Base Payment Advices of Vendors & Duty Payments

- Daily Follow for GST Invoices Changes as per Contract for issuing GST Invoice & Debit Note

- Provision for Vendor and Third Party service taken on Monthly Basis for Pending Invoices

- Tracking of Pending Invoice and Booked Invoices

- E-way bill Preparation for Internal Transfer & Tool & Material Moments & Transfer

- Weekly Petty Cash Entry for all workshop & Office

- Assisting for GST Data Preparation for reconciliation & E-Invoices Preparation.

- Monthly Data Preparation of WBS & Project Side Costing.

- Monthly Base Vendor Reconciliation.

- Preparing Monthly Base Balance Sheet Schedules as per Trial balance.

- Monthly GR IR Data generates and follow-up for pending invoice and clearing line items

- Co-ordinate and provide data to internal Auditor/Statutory Auditory/Cost auditor

- Prepare Customised MIS data required by Management

- Co-ordinate with IT for SAP related changes & Development requires to smoothen & Efficient

Organization operation.

**Knowledge of Accounting Operating Software**

- SAP, Tally 9.0

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Course (Stream)/Examination** | **Institution/University** | **Month/ Year of Passing** | **Performance** |
| S.S.C. | GSEB | 2007 | 65.00 % |
| H.S.C. | GHSEB | 2009 | 65.00 % |
| B.COM | H.K Commerce Collage | 2013 | 48.00 % |
| M.com | Gujarat University | 2017 | 48.00 % |

**PERSONAL VITAE**

**Date & Place of Birth :** 16 July 1992 (Bayad, Gujarat)

**Gender :** Male

**Marital Status**  **:** unmarried

**Family Background** **:** Father, Mother

**Address :** A-302, Shyam Villa 3, Opposite Kaveri Bunglows,

Near Haridarshan Cross Road, Nikol, Ahmedabad-382350

**Languages :** Gujarati (Mother Tongue) (Writing, Speaking, Listening),

Hindi (Writing, Speaking, Listening)

English (Writing, Speaking, Listening)

Yours Faithfully

Arpit A Shah