

BHAVIK H. PARIKH Contact: +91-98984 50100 \*E-Mail: [bhavikp84@gmail.com](mailto:bhavikp84@gmail.com)

**~In quest of middle level, can work in any Industry~**

**Assistant Manager, Accounts:**

To work, learn and grow with an organization to reach a high level in managerial hierarchy by utilizing my intelligence, endurance, common sense, experience and be instrumental in driving it beyond its mission by adhering to its values and cultures and utilizing my potential and talents to its fullest.

**Core Strengths:**

* Finance Management
* Strategy Planning
* Accounting
* Taxation
* Key Account Management
* MIS
* Coordination
* Finance Audit
* Credit Control
* Key Accounts Reconciliation
* Performance Management
* System Savvy

**Leadership Attributes:**

* Financial Advisory
* Working under the company norms
* Organization building
* Innovative in thought & solutions
* Effective business negotiations
* Revenue Expansion
* Strict in financial decisions
* Vibrant expert with **over 17+years of exposure** in Financial Sector in the areas of:
* Finance
* Accounts
* Taxation
* MIS
* Coordination with Plants
* Audit
* Credit Control
* Accounts Reconciliations
* Currently associated with **Kajaria Ceramics Limited (Since Aug’2009)**
* Playing a vital role in core ceramic vertical as Assistant Manager Accounts Based at Ahmedabad.
* Responsible for credit collections on all accounts by contacting the Dealers by phone, e-mail and written correspondence. Preparing and maintaining customer’s monthly reconciliation schedules
* Prepare and review various financial reports
* Booking orders of the parties in system
* Coordination with plant for posting the orders & scheduling for smooth dispatches.
* Updating of vendor invoices, expanses & payments in the system
* Ensure the teams are customer focused and delivers required levels of service at all times.
* Focus on month end Closing completed within the allocated deadline

**Areas of Expertise(Please confirm)**

**Occupation Contour**

**Jan. 2006 - Aug.2009 Kalpataru Power Transmission Ltd, Gandhinagar**

**Designation :-**

**Responsibilities:**

* Looking after Sales Tax matters of all over India (Company executes work contract)
* Preparing preliminary details required for calculating cost on part of sales tax at the time of quoting tender for new project Planned to increase the market share
* Preparing and forwarding Statement to file VAT Returns through Advocates.
* Filing Audit Report under VAT.
* Handling Sales Tax payments / Works Contract Tax / Entry Tax.
* Sales Tax Assessment in various states & filing appeal if required.
* Liaison with legal dept. & advocate for all S. Tax hearing.
* Passing necessary entries for Sales Tax liability in books of accounts.
* Filing VAT E- Returns wherever applicable.

**Dec.04 - Jan.06 M/S T.N. Shah & Co. (Chartered Accountants)**

Designation:- Income tax assistant and an accountant.

**Responsibilities:**

* Handling Computerized Accounts of T.N. Shah & Co
* Specially consulting in Income Tax as an assistant filing return of Salary person and Business Profession.
* Preparation of Income Tax E-T.D.S returns i.e. 24Q, 26Q, and 27E.

**Education**

* **PGDBA (Finance) (Post Graduate Diploma In Business Administration from Symbiosis University, Pune in 2012.**
* **D.T.P (Diploma in Taxation Practice) passed in 2005.**
* **B.Com. (Adv. Acc. & Auditing) passed in 2004.**

**Computer proficiency**

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* **Certificate course of TALLY from I.T.I Computer Center in Gandhinagar in the year 2002.**
* **SAP (HANA)**
* **Well versed with MS Office, Internet Application.**

**“Fitness Believer”**

**Hobbies**

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* **Listening Music, Travelling & Exploring Management Thoughts.**

**Personal Snippets**

**Date of Birth**: **3rd September, 1984**

**Marital Status: Married**

**Address: Swgat Afford Flat No: - T-102, Sargasan Cross Road, Sargasan Gandhinagar – 382421**

**Linguistic Abilities: English , Hindi & Gujarati**

**Place** **Bhavik Harikrushna Parikh**