**Summary**

Well Experience in SAP FI, SD,MM module more than 10 years. Multi Role Performer in any condition , ability to work in accounts receivable ,payable , As well Sales MIS preparation and good excel analytical skill.

**Skill Highlights**

|  |  |
| --- | --- |
| * Documentation and Reporting * Strong decision maker * Survive Best in work load pressure | * Complete all works on time * Multi-tasking and negotiation * Service-focused |

**Experience**

**Torrent Pharmaceuticals LTD. Ahmedabad Gujarat**

**Accounts Executive –** 01/09/2020 to till present.

* Working in SAP – FI, SD, MM module
* Cash Flow Preparation
* Debtors Ageing Report
* Vendor PR-2A GST Credit
* Sales Presentation to the management through PPT
* GST Credit Reversal Working.
* E-Invoicing Observation i.e. IRN Generation
* Dispatch Report working.
* Voucher Booking
* Miro Booking.
* Credit note Booking.
* Subsidiaries countries handling i.e. Australia, Thailand from finance perspective, booking expenses, payment releasing, tax compliance.
* Philippines Subsidiary - Complete booking of Sales and closing, SD and MM Module.

**Rich Graviss Products Pvt Ltd**, Ahmedabad, Gujarat.

**Sr. Executive Accounts** - 01/2016 to 31/08/2020

* Working in SAP S/4 HANA OP Edition - Finance Module.
* Well Experience of working in ERP Microsoft Dynamics 2009,Atlas
* Follow up for payment as per TOP.
* Accounting of Receipt Entries.
* Reconcilation of customers Half yearly basis.
* Prepare Debtors Ageing reports on weekly basis B2B Customers.
* Support Management to maintain Cash flow.
* Order Processing.
* To Process Customer credit/debit note
* Looking after Petty Cash
* To Process Associates reimbursements.

**Vadilal Enterprise Ltd,Ahmedabad,Gujarat.**

**Sr.Admin Executive**. – 03/2011 to 01/2016

* Posting of claims ,Verification and auditing claims.
* Budget Preparation.
* Sales MIS Preparation.
* C&F Operation.

**Education**

* **Master of Commerce:** External In2015 Gujarat University with 49%
* **Bachelor of commerce:** S.J.V.M In 2010Gujarat University with 58%
* **H.S.C**: G.L High School In 2007 **G.H.S.E.B** with 69%
* **S.S.C:** G.L High School In 2005, **G.S.E.B** with 69%

Contact

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Languages

English

Hindi

Gujarati

Personal Details

Married.

Indian

Awards

**Rich Graviss Products Pvt Ltd.**

Earned 2 Star Awards

Trophy For Best Accountant Support Sales.

**BHAVIN PRAKASHBHAI PATEL**

