**Curriculum Vitae**

Hardik.C.Vyas

B/SF/3 - Sunstar Complex,

Opp. Mrudul Park Society,

Satadhar Cross Road, Ghatlodia

Ahmedabad - 380061

Contact No: 9725371434

Email: Hardik1391@gmail.com

**Career Objective:**

Seeking a job for long term opportunity in business institution, where my professional experience, qualification, and skills would be helpful to the growth of my employer and myself.

**Academic Qualification:**

* Passed 10th from Gujarat Secondary Education Board (M.B.Patel Gyanjyot School) with 63% in 2002.
* Passed 12th from Gujarat Higher Secondary Education Board (Kameshwar School) with 73% in 2004.
* Passed B.Com from Gujarat University(Sahajand Arts and Commerce College) with 53% in 2007.(English Medium)

**Professional Profile:**

**(1) K2 BPO Services Pvt. Ltd (UK Based Accounting Co.)**

Job Title: Junior Account Officer

Employment History: From 22nd March, 2010 to 30th April 2011.

Job Profile: Annual Accounts Preparation, VAT/PAYE Reconciliation, Payroll Processing,

Accounts payable, Accounts Receivable

Reason for Job Change: Company Closed

**(2) Paperchase Accountancy Services Ltd. (UK Based Accounting Co.)**

Job Title: Account Executive

Employment History: From 1stJune 2011 to 15th December 2011.

Job Profile: Accounts payable and Accounts Receivable

Reason for Job Change: Shift timings

**(3)Medusind Solution India Pvt. Ltd (US Based Medical Co.)**

Job Title: Senior Client Service Executive

Employment History: From 13thAugust 2012 to 19th May 2017

Job Profile: Accounts Receivable, Insurance Company follows up on outstanding Accounts Receivable, Approach, Insurance companies for claim status, eligibility verification and status of unpaid claims, Denial documentation.

Reason for Job Change: For Better Growth and Core Accounting learning

**(4) Saii Info-Act Pvt. Ltd. (UK Based Accounting Co.)**

Job Title: Payroll Assistant and Bookkeeper

Employment History: 22nd May 2017 to 13th September 2018

Job Profile: Processes Company’s monthly payroll, Monthly reconciliation of P32, Manage pension

Auto-enrolments’, SMP, SPP, starters & leavers, holiday, ad hoc payroll queries, year-end returns

P60’s, P11ds.

Reason for Job Change: Better Growth

**(5) Affinity Associates Pvt. Ltd. (UK Based Accounting Co.)**

Job Title: Account Assistant

Employment History: 17th September 2018 to 22nd February 2019.

Job Profile: Book-Keeping, Accounts payable and Accounts Receivable, Bank Reconciliation, VAT

Reconciliation, Payroll Reconciliation, Year End Journals, Semi-Finalization in excel based accounting format.

Reason for Job Change: Company Environment and Management

**(6) BPO Integra India Pvt. Ltd. (UK Based Accounting Co.)**

Job Title: Senior Accountant

Employment History: 01st March2019 to Continue.

Job Profile: Accounts payable and Accounts Receivable, Bank Reconciliation, VAT Reconciliation, Payroll Reconciliation, Year End Journals, Semi-Finalization in excel based accounting format.

**Software Operating Skills:**

Sage 50 Accounts, SAGE 50 Payroll, Quick Book, Xero, MS-Office (Word, Excel, PowerPoint), Tally ERP 9

**Personal Information:**

**Date of Birth:** 13th March 1987

**Marital Status:** Single

**Languages Known:** English, Hindi and Gujarati

**Hardik Vyas**