|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sagar Shah**  Accountant  23.11.jpg   |  | | --- | | **Personal Information** |     **Address**  Shreenand city-6  New Maninagar, Ahmadabad.  **Phone**  +91 9409619393  **E-mail**  [shahsagar70@gmail.com](mailto:shahsagar70@gmail.com)  **D.O.B**  14th January, 1986  **Hobbies**  Singing, Watching Movies   |  | | --- | | **Accounting Skills** |      * Bookkeeping * Account Payable * Account Receivable * Bank Reconciliation * Month end activities * Finalization of Accounts      |  | | --- | | **Language known** |     Hindi, English & Gujarati     |  | | --- | | **Personal Skills** |      * Team work * Time management * Communication | Accountant with over 5+ years of successful experience in Bookkeeping, AP and AR. Recognized consistently for performance excellence and contributions to success in the KPO industry. Excellent reputation for resolving problems and improving client satisfaction.   |  | | --- | | **Work History** |      |  |  |  |  | | --- | --- | --- | --- | |  |  |  | ***Letz Hangout India Pvt Ltd, Ahmadabad.***  **Staff Accountant May-21 to October-21**   * Worked under the CPA to handle tasks such as Bookkeeping in QuickBooks, accounts receivable and account payable. * Reconciled Bank, Credit card. * Timesheets collected from consultants on monthly basis,   reviewed and reconciled with actual hours and sent to clients  for approval.   * Maintained the customer tracker to view the outstanding. * Prepare bills to clients according to the timesheet and   agreement and follow up the payments from clients.   * Reviewed and validated employee’s expense claims and make payments. |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  | **Sophos Technologies Pvt Ltd, Ahmadabad.**  **Finance Executive August-19 to April-21**   * Reviewed and validated employee’s expense claims in   Concur software.   * Created new employee profiles in Concur travel software as   well in SAP.   * Reconciled expenses and claims between concur and SAP. * Processed the payments for approved claims on Weekly,   Fortnightly and monthly basis.   * Coordinated with employees regarding claim if any discrepancy. * Handled patty cash and managed the expenses. * Managed the foreign currencies and cards for employees. |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  | **Knowcraft Analytics Pvt. Ltd,** **Ahmadabad.**    **Account Associate November-18 to July-19**   * Worked with end client to handle tasks such as Bookkeeping in   QuickBooks, accounts receivable, account payable.   * Maintained the books of accounts in Odoo software and in QuickBooks software. * Reconciled Bank, Credit card and Vendors. * Processed the expense reimbursement of employees and contractors. * Managed entire accounts payable process independently.   **QX KPO Services Pvt. Ltd, Ahmadabad.**  **Accountant officer April-16 to November-18** |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  | * Maintained various types of bookkeeping work in QuickBooks software on a daily basis. * Reconciled Bank, Credit card and prepaid expenses. * Client communication regarding any query or any update. * Assisted to seniors during finalization of accounts. * Maintained client's agreement and updating in CRM software. |      |  | | --- | | **Education** |      |  |  |  |  | | --- | --- | --- | --- | |  |  |  | **M.Com: Accounting and Finance**  *Sardar Patel University - Vallabh Vidyanagar, Anand* |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  | **B. Com: Accounting and Finance**  *Gujarat University - I. V. Patel Commerce College, Nadiad.* |      |  | | --- | | **Computer Skills** |      |  |  |  |  | | --- | --- | --- | --- | |  |  |  | * Microsoft office * QuickBooks online and Desktop * SAP * Tally ERP | |

.