

Curriculum Vitae

NIRAV VYAS (B.COM & PGCT /USA & UK ACCOUNTS / 10+ YEARS EXP)



M:+91-9426355011

E-mail : nsvyas30@rediffmail.com

LinkedIn : [linkedin.com/in/nirav-vyas-82093513](https://www.linkedin.com/in/nirav-vyas-82093513)

CAREER OBJECTIVE

To gain greater insight into the field of **Finance & Accounts** by way of exposure to real work atmosphere in a well established organization. Also, to seek a challenging career in the field of Accounts and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

SUMMARY OF SKILL & EXPERIENCE

- Have worked with the Multinational Organization as well as with Ahmedabad's ranked Chartered Accounting Company.
- Having ten + years of working experience in USA/UAE & UK Accounting Arena and have acquired know-how in the areas like UK Weekly Accounts, Accuracy level, Excellent Administration, Communication & Dealing with UK/USA & client.
- Be candid and honest, but also have the wisdom to be diplomatic when required
- Highly flexible and adaptable contributor, adept at meeting deadlines
- Skilled leader with the ability to develop teamwork and achieve superior results
- Resourceful, goal oriented, possess strong organizational, communication and analytical skills with ability to work under pressure and multi task in a fast paced environment.

ACADEMIC QUALIFICATIONS

- Post Graduate diploma in Taxation from Gujarat University in 2013.
- Bachelor of Commerce with Accounting & Auditing from Gujarat University in 2004
- Higher Secondary Education from GHEB in year 2001
- Senior Secondary Education from GSEB in year 1999

ORGANISATION EXPERIENCE

Present Organization: "DIVYAKANTI MANAGEMENT CONSULTANT PVT LTD", MUMBAI.

Industry Type: Consulting firm

Designation: Team Lead – Accounts & Recruiting

Dept. Team Size: 7

Duration: - 1st Jan 2017 to 1st June 2017 (Currently in Ahmedabad)

Job Description:

- Sourcing for the suitable profiles through various channels including portals, walk-ins, and head hunting, internal and external referrals and through external agencies.
- Maintaining all personal files of staff and workers, Employee transfers letters, experience/Relieving letters.
- Responsible to complete joining formalities, Generation of employee ids, Appointment letters, Opening of Bank accounts, Issuing ID cards etc.
- Issuing Offer Letters, Appointment Letters, Transfer Letters & Confirmation Letters

Previous Organization: "PAPERCHASE ACCOUNTANCY (I) PVT LTD, AHMEDABAD"

Designation: Accounts Executive

Duration: - Sep 2012 to Till Dec 2016.

Industry Type: KPO Outsourcing

Dept. Team Size: 50

Job Description:

Handling UK restaurant Weekly Accounts:

- Handling UK /USA & UAE Weekly Accounts with operating entry assistant software.
- Preparation & Submission of Management Analytical report to UK/USA restaurant chef.
- Dealing independently with client regarding any query or issue raised.
- Posting of invoices for Sales, Purchase, Banking, and Wages.
- Preparation of MIS & Petty report of Expenses
- Review of Purchase & Gross Profit of Restaurant
- Analysis and Submission of Complimentary & Void report to CEO of Restaurant
- Direct communication with restaurant CEO & Chef regarding any query or concern with Management Analytics.
- Preparation of Yearly, Monthly & Weekly Analytics.
- Other motivational activity as per direction of Top management

Previous Organization: "CYBERTHINK INFOTECH PVT LTD", AHMEDABAD

Designation: Sr. Billing Executive

Duration: July - 2008 to July -2012

Industry Type: BPO/IT/SOFTWARE Outsourcing

Dept. Team Size: 5

Job Description:

Handling Invoicing of Consultant:

- Client Invoicing/Billing in QuickBooks from consultant timesheet
- Preparation of Consultant expense report
- Timesheet Management of USA consultant and query solving for invoicing
- Timesheets entry in payroll system, Report Generation, Pre-collection Activity.
- Accounts receivable activity from QuickBook reports.
- Payroll Generation from Iemployee online software
- Job order verifications (Communication with Accounts Payable contact in USA)
- Reminders send to consultant for submitting Timesheets.
- Quality check of Invoicing
- Quality check of Payroll process

Previous Organization: "KST INTERNATIONAL LTD", AHMEDABAD

Designation: Executive Accounts

Duration: Aug - 2006 to June -2008

Industry Type: OIL & GAS

Dept. Team Size: 5

Job Description:

1. Maintenance of computerized Accounts in tally 7.2
2. Cash/Bank payment Vouchers preparation
3. Petty Cash handling
4. Submit reports to CA on weekly bases
5. Preparation of financial statement
6. Other activities as per direction from Country Manager

TECHNICAL SKILLS & Proficiency:

- Applications- (Ms-Word, Ms-Excel, Ms-PowerPoint)
- Working Platform: Windows XP,Vista, Window 7
- QuickBooks
- RATS
- Iemployee (Online USA Payroll software)

Professional Achievement:

- I have successfully given public speech on motivation in Ahmedabad in front of thousand people from event organised by Dipti Shah Institute of English & Public Speaking.
- My work has been well appreciated by UK/USA & UAE restaurant CEO as well Top Management of Organisation.
- Team members has well appreciated for my team work
- I have done many events & function of the company with well event administration.

Extra and Co-Curricular Activities:

- Dipti Shah Institute of English & Public Speaking – Learn English & Public speaking
- Ahmedabad Management Association - English & Public speaking
- British Academy- Elementary English
- ICA – (Institute of Computer Accountant) – Tally 7.2, MS office

Personal Particulars

Date of Birth	: 30th September 1984
Gender	: Male
Age	: 32
Father's Name	: Mr.Satish Nanalal Vyas
Nationality	: Indian
Languages Known	: English, Hindi and Gujarati

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge. If given a chance, I will try my best to come true to your aspirations and will prove my mettle in most Trying situations.

Date

NIRAV VYAS