



VIJAY JOSHI

ACCOUNT EXECUTIVE

CONTACT

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PROFILE SUMMARY

Experienced and dedicated Account Executive with over 3 years of hands-on experience in managing financial operations at Aashirwad Healthcare and Fertility Center. Proficient in handling accounts payable/receivable, bank reconciliations, invoice processing, petty cash management, and maintaining accurate ledgers. Adept at using Tally and MS Excel for efficient financial reporting and day-to-day accounting. Strong understanding of healthcare accounting procedures and compliance. Known for attention to detail, accuracy, and maintaining confidentiality in financial records—excluding involvement in GST-related tasks.

SOFTWARE SKILLS

- TALLY PRIME
- MS EXCEL
- MS WORD

SOFTWARE LANGUAGES (LEARNING)

- HTML-5
- JAVA SCRIPT
- CSS
- PYTHON
- IOT

EXPERIENCE

Aashirwad Healthcare & Fertility Center

2022 - Present

- Accurately recorded and managed **sales vouchers** and **purchase vouchers** in Tally, ensuring all transactions were documented in accordance with company policies and accounting standards.
- Handled end-to-end processing of **debit notes** and **credit notes**, including verification, documentation, and timely ledger updates to reflect accurate vendor and customer balances.
- Maintained detailed records of all voucher entries, contributing to smooth internal audits and timely month-end closures.
- Collaborated with vendors and internal departments to resolve discrepancies related to purchase returns, overbilling, or short supplies through proper credit/debit note issuance.
- Ensured consistency and accuracy in all financial entries to support reliable financial reporting and efficient account reconciliation.
- Supported the finance team in preparing reports, tracking outstanding balances, and maintaining organized voucher files for easy reference and compliance purposes.

ACADEMIC DETAILS

B.com (Bachelor of commerce)

2021-22 to 2023-2024

SMJN P.G COLLEGE HARIDWAR UTTRAKHAND

CERTIFICATES

- TALLY ERP-9
- O LEVEL

PROJECTS

- WEB PAGE DEVELOPMENT

Developed a simple web page using **HTML, CSS, and JavaScript** that allows users to enter personal information (such as age and income) and checks their **eligibility** based on defined criteria. The form collects input, processes it with JavaScript, and displays a real-time message indicating whether the user is eligible or not.

Skills Used: HTML, CSS, JavaScript, Form Handling, Basic Logic Implementation