

Name: Shailesh Vaja
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Career Objective

To establish a competitive advantage for myself, align my carrier goals along with organization goals which help in the growth of the organization. Also work in a progressive and stimulating work culture with the freedom to be creative, innovative and to excel in my area of work.

Education

Course	Institute/College	University/Board	Year	% / CGPA
CA Internship/ CA CPT	ICAI	ICAI	2011	55%
B.COM	H.M.V. Sanghvi College	Saurashtra University	2007	67 %
H.S.C	Shri Shah H.D. High School	Gujarat Board	2003	68 %
S.S.C	Shri H.M.V. Sanghvi School	Gujarat Board	2001	67 %

Work Experience

Accountant / Financial Analyst with more than 8 years of increasingly responsible experience in general accounting, financial planning and reporting, fixed asset management, payroll and income tax preparation, database administration and information systems management. P

1) Company: [Naimesh N Shah & Co. \(2007 – 2011 \) 4 YEARS](#)

Position : Article Assistant

Projects undertaken: TAJ Hotels , Patel tours and Travels , Poornima advertising co.

Trust Audits like DAKOR temple and other small trusts in ahmedabad.

Roles and Responsibilities: Auditing & Filling Of Returns , Finalization , Balance sheet, profit and loss account ,TDS returns , Service tax calculation, Vat returns , GST returns.

2) Company: [Skylon Hotel Pvt Ltd \(2011 – 2013 \) 2 YEARS](#)

Position : Accountant

Projects undertaken: Streamline The Accountability

Roles and Responsibilities: Journal Entries, Tax Calculation & Payments , Audits , Finalization

3) Company : [ITC Fortune Group \(2013 – 2014 \) 1.6 Half Years](#)

Designation: Asst Unit finance controller

Project Title: Management Information System

Description of the Project:

- Accounts Receivable

- Accounts Payable
- Taxation – Calculation, Payment etc.
- MIS Preparation & Discussion with Exe – Com.
- Food Cost Preparation
- Physical verification of Inventory
- Meeting budgeting / Forecasting, Revenues, UP , EBIT .

4) Company : **COMPASS GROUP PLC**

Description of the Project: **SAP (2014 – Present) 3 Years - Regional Finance**

- Weekly Reports – Calculation, Comparison Actual Vs Forecast Figures
- **MIS Reports** – Covers Receivable Entries , Payable Entries , Cash sales , Petty Cash , Accrued Income Calculation & bookings , Invoicing , Physical Verification , Labor Cost , COGs , Overheads – MIS Analysis -
- Budgeting / Forecasting
- Checking Of Bid PNLs and Report it to VP Finance (Commercials)
- Client Payments Follow Ups & Reconciliation, Payment Advices
- Vendor Management. (Check PO/GRNs on Time)
- Attending Regular WPR, BCFT Con Calls with GM , CFO.
- Ledger Reconciliation, Provisions Reversals etc
- Accounts Payable / Accounts Receivables ETC
- Patty Cash Monitoring / Branch / Units
- Invoicing / Acknowledgement / Payment Advice / TDS Certificates of Clients

5) Company : **Paperchase Accountancy Limited (05.02.2018 to 31.08.2019)**

Discreption of the project : Analytics of reports

- **Weekly reports : Preparing weekly reports for UK as well as UAE clients with the help of Epos data, Cash up , stocktake,Xero,planday,izettle ,selima etc .**
Analysing the complete data of sales, purchase , closing stock everyweek and sending detailed weekly reports to client every week.
- **Debtors analyses of client every week , debtors allocation , bank reconciliation,sales import of accounting entries .**
- **Monthly reports : preparing monthly reports every month end and sending it to client for various use of municipal taxes, vat and other things .**

6) company : **Sodexo India Pvt Ltd (5.09.2019 to 08.03.2022)**

Discreption of the project : India APAC - Accounts Payable -

✓ Monthly / quarterly and yearly Vendor balance confirmation reconciliation and following up operation team and vendor for pending invoices, queries and process the payment on time.

✓ Invoice processing manual as well as GRN based vendors through cloud scan software

approximately 45,000 invoices every month.

✓ Clear invoice queries co ordinating with sites through online read soft tool. Resolution of invoice pool and posting the query invoices

✓ Following up for No due certificate , Vendor balance confirmation from vendors.

✓ Preparing vendor ageing , Vendor payment file to process the vendor payment on time.

✓ Scheduling teams call , Google meet with internal and Vendors on regularly for pending invoices and other queries , Invoices etc.

✓ Bill discounting file review for SSP vendors

✓ Attending vendor calls and update for scheduled payment cycles and other updates.

7) ISS Facility Management - Assistant manager finance

✓ Credit control for various client Vedanta group , Mahindra Group , Abbott , KEC , Arcelo mittal , CIMS , Ford motors , adani , Reliance , Hindalco , Hindustan zinc , Titan , Intas Pharma , Nivea , Colgate , Tata motors etc.

✓ Visiting client places and set the process for timely collection.

✓ Books clean up / deductions details from client

✓ Forecasting and Payment follow ups with clients

✓ Invoice processing for customers

✓ MIS review and Business controlling

Achievements

- Successfully organised Payables/receivables and MIS for Gujarat region in Compass group and managed the same for three years. Left with strong financial position of company
- Got 40% hike and other awards for financial performance in compass group in the year 2016-17
- Sodexo Accounts Payable helpdesk started with freshers and successfully streamlined the process from invoice procesing to get the No due certificate from vendor.
- Successfully Established All The Financials of Compass In Gujarat Region – Total Turnover 48 crores
- Promoted in current company as a assistant manager for central region.

Hobbies/Interests

- Singing / Movies
- Working with Laptop & Coffee

Personal details

Date of Birth: 27th January 1986

Nationality: Indian

Languages Known: English, Hindi

Marital Status: Married

Present Address: Ahmedabad, Baroda. Gujarat.

Targeted functional area or industry - Larger roll in any company.