Ujas Ashwinbhai Amin

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# MIDDLE MANAGERIAL ASSIGNEMENT

⯍ Accountant ⯍



# CAREER SNAPSHOT

A result oriented professional with over 2+ years of experience in Account & Finance Department as an Accountant in which main part is to troubleshooting and client servicing.



# SKILL SET

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| --- | --- |
| EXECUTION | * Bank Reconciliation. * Refund chargeable and charge back process. * Preparing Income & expenditure report on daily basis and submitted the same to HO. * Payment MIS on daily basis. * Follow-Up with third party vendors. * Follow-Up regarding payment process with Zomato, Swiggy, PayTM and all other merchant accounts. * Taking care of Gift and Meal vouchers and make the necessary entries in MIS reports. * Card customer reconciliation and clearing it on daily basis. * Co-ordinate with Banks for payment regarding trouble. |
| TECHNICAL | **Operating System:** Windows 7, 8 & Windows 10.  **Hardware:** Basic Knowledge about peripherals like Desktop, Printer, POS Printers etc.  **Client Software:** Tally ERP9, Retail Whizz (Billing Software)  **Mailing Software:** Microsoft Outlook  **Remote Applications:** Team Viewer, Anydesk, AmmyAdmin, Alpemix  **Companies Software:** MS Office, Retail Management Software (POS) and Other Accounting software’s.  **Browser Knowledge:** Internet Explorer, Mozilla Firefox, Google Chrome & Opera. |



**ORGANISATIONAL SCAN**

September 2019 to July 2020: **OSIA Hyper Retail Limited, Ahmedabad**.

Accountant

Osia-Hypermart has over thousands of products under a single roof that caters to every fluctuating shopping needs of a family. At Osia-Hypermart, you will get the widest range of products at an acceptable price- From apparel to general merchandise like FMCG, plastics, home furnishing, handlooms, handicrafts, utensils, crockery, cutlery, home appliances, home & kitchenware, innerwear & lingerie, toys, stationary and many more. The idea was pioneered by entrepreneur Mr. Dhirendra Chopra, the Promoter and Managing Director of the company.

Osia-Hypermart was build up in 2014, has now 13 stores across Gujarat in cities like Ahmedabad, Baroda, Gandhinagar, Gandhidham and Dehgam, and is one of quickest developing retailing in Gujarat.

The supermarket chain of Osia-Hypermart is owned and operated by Osia Hyper Retail Ltd. (OHRL). The company has its registered office in Ahmedabad.

## Highlights:-

🢚 Day-to-day preparing reports.

🢚 Maintaining companies Balance Sheet, Profile & Loss Statement & other ledgers.

🢚 Taking payment follow-up with third party vendors and merchants.

🢚 Looking forward to daily / monthly banking transactions.

🢚 Resolving query occurred in companies accounting balance.

🢚 Preparing daily & monthly MIS reports.

🢚 EDP, POS Printers and Bank ATM Machines look after.



# PRECEDING ASSIGNMENTS

🢚 Madras Enterprise as an Accountant.

🢚 Pollicure Bio-Medical Waste Management as an Accountant.



# PRECEDING ASSIGNMENTS

🢚 Currently I am working in Mehta Patel & Co as an accountant .

🢚 Responsibility : Record client’s Books of account and finalization books of account

E – filing of Income Tax Return



# EDUCATION & CREDENTIALS

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| --- | --- |
| **2018** | Bachelor in Commerce (B.COM) from Gujarat University Secured 52%. |
| **2015** | HSC from G.S.E.B. Secured 72.53% in Commerce Stream. |
| **2013** | SSC from G.S.E.B. Secured 68.17%. |

## Professional Qualification:

 CPT clear from Navkar Institute (ICAI) with 55%.



# PERSONAL DOSSIER

**Date of Birth** : 29 April 1998

**Residential Address** : 9, Jay Mahakali Soc, New Civil Camp Road, B/H. Vitthalnagar, Shahibaug, A-bad-04

**Linguistic Abilities** : Gujarati, English and Hindi.