**PROFILE HIGHLIGHTS: More than 11 years of experience in field of account and finance along with 3 years in Administration Work.**

* A strategic thinker with excellent knowledge in numbers and financial terminologies, skilled in allocating the budget precisely having rich experience of years.
* Proficient in the Microsoft Office suite, particularly Excel and Word
* Familiar with industry-specific software like JD Edward ERP,SAP FICO ERP, Tally, BUSY, MS DOS , and Tax Preparation Software (TAXMANN)
* Knowledge of Direct and Indirect Taxation, (TDS, Excise, VAT, Service Tax, GST, Custom duty)
* Analyze and resolve accounting issues.
* Work cooperatively with the team to achieve objectives & organize, co-ordinate and streamline workflow.
* Extensive knowledge of keeping and maintain the records and the track of financial transactions.
* Qualified with degree of B.com, M.com, PGDBI and ELTS Course
* Utilization of my expertise in cost saving and time saving perception to achieve company goal.
* Skilled in budgeting and maximizing the profit.
* Expertise to set strategic priorities and give clear strategic direction for the work.

**Core Competencies:**

* Organizational and planning skills, communication skills, information gathering and management
* Decision-making, problem-solving, attention to data.

**PROFESSIONAL EXPERIENCE**

**WEATHERFORD DRILLING AND PRODUCTION SERVICES (I) PVT. LTD. MANJUSAR, VADODARA**

**Sr. Account Executive (April-2017 to Till now)**

**Account Executive (2nd November 2014 to March -2017)**

**TDS:** Responsible for monthly TDS Payment, preparation and issue of the TDS Certificates. (Form 16-A. Form 12B A)

Preparation & Submission of Quarterly TDS Return, (26Q, 24Q, 27Q, 27EQ) Reconciliation of TDS ledger.

**GOODS & SERVICE TAX (GST):-** To assist and monitor GST implementation process, to provide on-going advice and solutions on GST implementation and submission. Responsible for preparation data for GST return (GSTR-1, GSTR-3, GSTR-3B)

**ACCOUNT PAYABLE:** Invoice Verification & Reviewing - rates, quantity with GRN & purchase order/ work contracts, and responsible for resolve invoice discrepancies. Manage supplier’s issues and correct discrepancies. AP GL coding, AP booking in system. Responsible for vendor payment as well as staff’s travelling expenditure.

Preparing report for advance payments & responsible for adjustment.

**FOREIGN IMPORT PAYMENT:** - Responsible for payment procedure related to import of material and services -preparation and submission of documents in to the bank. (Form 15 CA/CB).

**ASSISTING IN BUDGET AND FORECASTING**: Assist in budget management-BOM, Routing, Variance analysis, Selling and admin expense budget. Valuation of material components.

Fund forecasting: expenditures and income related to budgets to assure availability of funds.

**TRESUARY:** Assisting in Export-Import Documentation procedures, Co-ordination with shipping company**,** BRC and IFRC procedures. Custom Duty Booking & Payment.

**MIS and DATA Management:** Preparing Financial Statements by gathering, analyzing, sorting of data. Proficient in V-look-up and Pivot table for MIS reports.

**MONTH END CLOSING:** Responsible for Month end provision, Journal entries and reporting.

**BALANCESHEET**: - General Ledger Reconciliation. Vendor Reconciliation and Responsible to send Balance confirmation letter to the vendor. **Responsible for Physical Stock Verification and Stock Audit.**

***Nature of interaction*** – to liaise timely completion of audit and resolving their queries.

**OTHER WORK RESPONSIBILITEIS:** Preparing & issue of Debit Notes & Credit Notes, GST Service Invoices and RCM Invoices. Process & adjustment Debit & Credit Memos in to the System.

**Before July-2017:-**

**PAYABLE:** Responsible for invoice process and Payment for domestic supplier through RTGS, NEFT and Cheques.

**BANKING:** Bank Reconciliation Statements.

**EXCISE:-**Responsible for Excise Reconciliation Work.

**STEELCO GUJARAT LTD PALEJ, DIST.BHARUCH, INDIA**

**Account Assistant** (17th **SEPTMBER 2012– 1st NOVEMBER 2014**)

**TAXATION**

Responsible for **Service Tax** reverse charge mechanism, Payment of monthly service tax before due date, preparing half yearly service tax return data. Reconciliation statements of service tax. Coordination with all banks for service tax details and certificate.

**Sales Tax** Data preparation for return, & issue of ‘’C’’ Form.

Responsible for **Income tax** related to Employee Payroll.

Responsible for monthly **TDS** Payment before due date, issue of the TDS Certificates.( Form 16-A. Form 12BA)

Preparation & Submission of Quarterly TDS Return, (26Q, 24Q, 27Q, 27EQ)

**ACCOUNT PAYABLE:**

Verification and problem solution regarding invoice, PO and supplier query. Responsible for GRN and NON-GRN based invoice processing activities, reconciliation of Creditor ledger adjustment and creditor pre-payment details. Journal Entry related work. Monthly financial closing, Provision related work. Responsible for payment of suppliers.

**PAYROLL**

Handle the settlement of salaries and wages through the accounts structure and develop periodic payroll reports for the labor department and management. Carrying out necessary payroll tax payments, responsible for employee withholding and other necessary deductions, as well as filing payroll tax.

Calculate salary and overtime. Ensure paychecks are correct and delivered on time.

Update new hires and full & final in payroll system

**OTHER WORK RESPONSIBILITIES**

Assist to other branch for complying with local, state, and monitors workflow timelines to meet required deadlines.

Working on Import Documentation and custom duty. Compliance review related to accounting standard.

**COMFORT REALTY PVT. LTD** **VADODARA, INDIA**

**Accountant** (1st **August 2009– 15th September 2012**)

**DAILY ACCOUNTING OPERATIONS:** Day to day accounting operation & processing accounting data. (Payment, Receipt, Purchase, Sales, Contra, Journal entry)Preparing Purchase order & Sales order, Invoices.

**BANKING:** Bank Reconciliation, RTGS & NEFT Payment Procedure , E-payment of Tax ,Responsible for creditor’s payment & debtor’s receivable.

**CASH HANDLING:** Handling all the cash transaction of an organization, responsible for vouchers entries. Maintaining monthly, weekly and daily report of cash transactions.

**TAXATION:** Collecting and preparing Service tax details summary. Preparing TDS Computation and statement & Payment.

**COMMERCIAL:** Preparationsales quotation, Sales Invoices, Liaison with bank for loan process for purchase of company assets, equipment and to raise fund on behalf of the company.

**RUSHABH INFOTECH VADODARA,INDIA**

**Sr. Office Assistant** (1st **August 2008 – 31st July 2009**)

Administration work: General office Management. Filling and documentation. Basic Accounting Work in Accounting Software BUSY. Entry related payment, receipt, sales, and contra.

Preparing Purchase order & Sales order, Invoice. In house marketing support. attending meeting with the Customers and provide DEMO presentation for software selling. Communicating with clients to solve their issues.

**QUALIFICATION HIGHLIGHTS:**

**Year 2008-2010 -Master in Commerce (M. Com.) - From M S University, Vadodara-INDIA**

**Year 2004-2007 -Bachelor in Commerce (B. Com) –From M S University, Vadodara-INDIA**

**Year 2004 -Higher Secondary Certificate (12th) GSHEB -From Surat-INDIA**

**Year 2002-School Secondary Certificate (10th) GSHEB -From Surat-INDIA**

**PROFESSIONAL EDUCATION**

* **YEAR 2007-2008**

**(PGDBI)Post Graduate Diploma in Banking and insurance -From M S University, Vadodara-INDIA**

**COMPUTER SKILL**

**JD EDWARD ERP TAXMANN**

**Tally (well versed in 9.2) BUSY Accounting Software**

**Accounts ERP MS DOS I LINK SAP FICO**

**Outlook Well versed in Net Exploring &MS Office, Word, Excel, Power point**

**ADDITIONAL INFORMATION**

* Hobbies: Reading, Travelling, Listening Soft Music.
* Date of Birth: 21st of September 1985.