

Vijay Dinbandhu Nayak
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Kane Nagar, Near Antop Hill, Mumbai-400037.
+918097502291
vijayr86@gmail.com

Dear Sir/Madam,

It is a pleasure to be applying for the Account Executive position at your organization. As an experienced Account Executive with a formidable education, I am confident in my ability to perform in this role at your organization.

During my previous role at S. Lodha & Co., I was responsible for meeting with clients to determine their accounts books, working with account planners to create proper plan to improve reliability of accounts, presenting ideas and cost to clients, working with the management to for its smooth functioning, managing the client's account, and invoicing. I prioritized client satisfaction and efficiently resolved any conflicts that arose. I take pride in my work and strive to maintain a friendly and professional manner at all times.

My education at Mumbai University as a B.Com graduate served as foundation the for my abilities. I obtained my graduation degree in Commerce as my bachelor's degrees; and I have completed my CA-IPCC first group. During the course of my academic career I studied Accounting, Taxes, Communication and skill. I believe that the acquisition of these skills proved to be extremely important in my career as an Account Executive. Throughout my college and professional career, I have grown into a polished, knowledgeable individual with a love of the finance world. This passion fueled my drive even through the hard times, giving me strength and perseverance at school and at work.

Thank you for your time and consideration of me as a candidate for the Account Executive position at organization . I look forward to hearing more about the position. I am confident that my education and experience will make me successful as an Account Executive.

Sincerely,

Vijay Nayak

VIJAY NAYAK

ACCOUNT EXECUTIVE



As an account professional I wish grow and have long lasting professional relationships with your organization and wish to see where this new endeavor will take me.

Contact Me

Mobile
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E-mail
vijayr86@gmail.com
Address
Kane Nagar Mumbai,India
Birth Date
Date: 05/Sept/1991

Skills

MS Word, MS Excel, Tally.Erp9
general industry software, Ornate
for Jewellers management
software

Languages

Hindi, Marathi, English, Oriya.

Interest

Music, Travelling, eating food,
body building

Education

2007 - 2012
Mumbai University
B.Com
Chartered Accountants
CA-IPCC first Group

Experience

2012 - till date
S. Lodha & Co.
Account Executive
I started my job here as an article assistant to CA. After my articleship ended, I start working as an full time employee in organizations as an account professional.

Projects

Accounts Management
Account Finalization
Income Tax, Audit, GST, VAT, Service Tax, Professional Tax, Bank Reconciliation, etc
Internal Auditor
Internal Auditor role such as book keeper, cash scrutiny, advising management on how to improve reliability on book by reducing fraud.
Income Tax, VAT, Service Tax, Professional Tax, GST Scrutiny
Making Paper Book, Handling case in the department with officer concern from start to clouser of the case