



Viren Oza

Sr, Accountant

Address:

Block no. 12, Safal Vivan,
Phase 1, B/H Maruti Suzuki
Showroom, S.G Highway,
Gota. Ahmedabad
382481

DOB: 07th July 1985

Language: English | Hindi |
Gujarati

Marital Status: Single

✉ **Email:**
ozaviren2014@gmail.com

☎ **Mobile:** 9913043492

Education

12th (H.S.C) (2003)

ITI (2005)
(Electronics Mechanic)

Skills

Monthly Budget
GST Return Filing
Statutory Compliance

Hobby's

Listening Music
Watching Movies
Playing Cricket

About Me

I am passionate about my work & challenges, to acquire a set of skills, knowledge for self-development and for the growth of the organization & utilize the opportunity

Experience

Hindustan Industries

(July'22 to Till date)

- ❖ Daily and Monthly Bank Reconciliation.
- ❖ Cash Vouchers- Bank Vouchers entry.
- ❖ J.V. Entry-Purchase , Expenses, Depreciation, TDS Deduction.
- ❖ All kind of data entry- Sales Invoice, Transfer Invoice, Bank receipt, Bank Payment, Cash Receipt, Cash Payment.
- ❖ Maintain the Petty Cash.
- ❖ Calculation, deduction and deposits of all types of TDS as per Income Tax.
- ❖ Preparing Weekly Outstanding Statement.
- ❖ Yearly Closing Working - Prepaid, Provision.
- ❖ Preparing E-Invoice.
- ❖ Preparing Sales Register To Sales Team.
- ❖ Warehouse Stock Verification Quarterly.
- ❖ Vendor and Customer Clearing.

World Steel Tech (India) Pvt Ltd

(Sep 2018 to Jun 2022)

- ❖ Daily and Monthly Bank Reconciliation.
- ❖ Cash Vouchers- Bank Vouchers entry.
- ❖ J.V. Entry-Purchase , Expenses, Depreciation, TDS Deduction.
- ❖ All kind of data entry- Sales Invoice, Transfer Invoice, Bank receipt, Bank Payment, Cash Receipt, Cash Payment.
- ❖ Maintain the Petty Cash.
- ❖ Calculation, deduction and deposits of all types of TDS as per Income Tax.
- ❖ Preparing Weekly Outstanding Statement.
- ❖ Yearly Closing Working - Prepaid, Provision.
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- ❖ Preparing Sales Register To Sales Team.
- ❖ Warehouse Stock Verification Quarterly.
- ❖ Vendor and Customer Clearing.

Gaj Alloys Pvt. Ltd.

(Nov 2011 to Aug 2018)

- ❖ Daily and Monthly Bank Reconciliation.
- ❖ Cash Vouchers- Bank Vouchers entry.
- ❖ J.V. Entry-Purchase , Expenses, Depreciation, TDS Deduction.
- ❖ All kind of data entry- Sales Invoice, Transfer Invoice, Bank receipt, Bank Payment, Cash Receipt, Cash Payment.
- ❖ Maintain the Petty Cash.
- ❖ Calculation, deduction and deposits of all types of TDS as per Income Tax.
- ❖ Preparing Weekly Outstanding Statement.
- ❖ Yearly Closing Working - Prepaid, Provision.
- ❖ Preparing E-Invoice.
- ❖ Preparing Sales Register To Sales Team.
- ❖ Warehouse Stock Verification Quarterly.
- ❖ Vendor and Customer Clearing.

Marvel Agrico (India) Pvt. Ltd.

(Apr 2006 to Oct 2011)

- ❖ Daily and Monthly Bank Reconciliation.
- ❖ Cash Vouchers- Bank Vouchers entry.
- ❖ J.V. Entry-Purchase , Expenses, Depreciation, TDS Deduction.
- ❖ All kind of data entry- Sales Invoice, Transfer Invoice, Bank receipt, Bank Payment, Cash Receipt, Cash Payment.
- ❖ Maintain the Petty Cash.
- ❖ Calculation, deduction and deposits of all types of TDS as per Income Tax.
- ❖ Preparing Weekly Outstanding Statement.
- ❖ Yearly Closing Working - Prepaid, Provision.
- ❖ Preparing E-Invoice.
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- ❖ Warehouse Stock Verification Quarterly.
- ❖ Vendor and Customer Clearing.

Commitment

I am Viren Oza would like to submit myself as a potential applicant for a suitable position in your reputed organization. I hereby declare that the above details furnished by me are true and correct to the best of my knowledge & belief.