

Dodia Balvant . B

To:Simar,Ta-Veraval,Dist-Gir(Somnath)
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ACCOUNTANCY / FINANCE

A challenging position that will enable me to contribute to the organization goals availing an opportunity for growth and advancement.

EXPERIENCE:

- **HI-SPIN INDUSTRIES** in Biliyala-Rajkot
Account Manager (July-20 to till now)

- **KELVIN PLASTIC PVT.LTD.** in Bhunava-Rajkot
Senior Accountant (Aug-18 to July-20)

- **GOPAL SNACKS PVT LTD and GOPAL PRINTPACK SOLUTION** in Metoda-Rajkot
Accountant (Oct-15 to July-18)

CURRENT WORK DETAILS:

- ❖ Accounting and finance reports preparing and submit to director.
- ❖ Responsible for handling the all office staff. (06 Person)
- ❖ Raw material and Finished goods all stock maintain in miracle and excel.
- ❖ Banking all payment by offline and online.
- ❖ Bank all transaction book and bank reconciliation

- ❖ TDS and TCS data maintain in Miracle and excel.
- ❖ Coordination with CA regularly for accounting & finance reports and decision.
- ❖ Preparing of daily purchase invoice for all raw material with all supporting documents.
- ❖ Banking all work and communication as related to CC.OD.LC.BG etc....
- ❖ Monitoring and approval day to day attendance reports.
- ❖ Prepare bank stock statement and submit.
- ❖ Maintain and reconcile of all customer/vendor ledger of accounts.
- ❖ Monitoring monthly payroll and maintain approved payroll records.
- ❖ Billing & follow up for payments for all payment & collection of payments from customers.
- ❖ Financial reporting & audit preparation and co-ordinate the audit process.
- ❖ Calculation of Interest and commission of broker and communication with broker.
- ❖ Process of LC discounting and LC opening.
- ❖ Responsible for the all transaction of cash and banking.
- ❖ Monitoring sales order book, sales confirmation and PI.
- ❖ Monitoring all register for account department.
- ❖ Cash book and cash transaction maintain.
- ❖ Preparing of daily journal vouchers for all expenses with all supporting documents.
- ❖ GST return time to time filling by advocate and GST payment.
- ❖ Bank loan and CC interest calculation monthly.
- ❖ Monitoring all documents filling in my system.
- ❖ Maintain all due date for payment.
- ❖ Monitoring in all work by generate my system.
- ❖ Accounting software : **Miracle , Tally and SAP...**

PROFESSIONAL QUALIFICATION:

Graduation in B.B.A (Bachelor of business administration) from **Saurashtra University** in **April 2014 (Percentage-71.48%)**

PERSONAL DETAILS:

Father Name:	Babubhai Dodia	Marital Status:	Married
Date of Birth:	07/09/1994	Nationality:	Indian
Languages Known:	English, Hindi and Gujarati	Sex:	Male

ADDITIONAL INFORMATION:

- I am well versed with **MS Office excel**

Hobbies : Listening Music, Swimming, Playing games.

Strengths : **Ambitious, Hard working, Efficient Team Management, Trustworthy.**

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.