



# Vraj Bhagvatiprasad Acharya

ACCOUNT EXECUTIVE

*Organized and knowledgeable in various accounting programs and possessing solid computer skills. Experienced in handling bookkeeping activities and correcting account errors. Adept at analyzing complex situations and finding creative solutions to challenging problems.*

## Employment History

**Account Executive, Nagnesh Engineering, Halol**

June 2017 — July 2022

**Account Executive, Shri Hari Trading L.L.C, UAE**

July 2022 — May 2023

*Responsible for organizing and preparing spreadsheets, sales and purchase ledgers and journals.*

- Recording and filling cash transactions (Cash book handling).
- Purchase/Sales/Bank Voucher Entries.
- Sales billing/Invoice processing and filing and stock monitoring.
- Processing online banking works like(Import payment, Local payments, Government payments)
- Bank reconciliation
- Co-ordination with bank, debtors and creditors.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Monitoring and supporting in taxation requirements like GST,TDS Payment.
- Communicating with suppliers and parties to reconcile invoice payments.

## Education

**Bachelor of Commerce, M & V Arts and Commerce College, Halol**

JULY 2014 — APRIL 2017

Qualified with 68.5%

**HSC: Higher Secondary Education, V.M.High School,Halol**

JUNE 2013 — APRIL 2014

Qualified with 54%

**SSC: Secondary Education, The M.S.High School,Halol**

JUNE 2011 — APRIL 2012

Qualified with 59.8%

## Courses

**Tally ERP.9 Prime**

3 MONTHS

## Software Proficiency

Tally Prime

Microsoft Excel

Microsoft Word

## Field Of Interest

Accounts

Store-Purchase

Import-Export

## Contact

### Address

Soni Faliya,Near Choksi  
Bazar,Halol,India 389350

### Phone

9586108646

### E-mail

Vraj2277601@gmail.com

## Personal Details

**Age:** 25 Years

**Gender:** Male

**Nationality:** Indian

**Marital Status:** Unmarried

**Birth Date:** 09/05/1997

## Personal Skills

Quick Learner

Hard Working

Ability to work efficiently in a group

Honest

## Professional Skills

Maintenance of Books of Accounts

ERP (Computerized Accounts)

Working Knowledge of GST,  
TDS Payment

Working Knowledge of MS Office  
with strong knowledge in MS  
Excel.

Proven ability to learn and use  
new technology and tools.

Able to accurately gather,  
interpret and analyze financial  
data.

## Languages

Hindi,  
Gujarati,  
English,