

Kajal Varun

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DOB: 19/10/2000

Address:

Vadodara: 390019

OBJECTIVE:

To be associated with progressive organization that give scope to apply my knowledge and skill in best possible way to achieve company's goal.

Working Details:

Experience:-

- **Sebacic Oman SAOC (Oman Base Chemical Company as Account Assistant)**
- **Avenue Supermarts Ltd. / DMART (Top FMCG Company in INDIA work as Account Officer)**

Significant Highlights:

Sebacic Oman SAOC:-

- Stock Adjustment entry (Tally and excel),
- Monitoring Payment
- Doing BRS on daily and monthly Basis and maintain different currency Bank account of company like USD, OMR and INR.
- Interaction with Higher Authority.
- Interaction with Clint regarding Payment conformation, Invoice and Purchase order matter via Mail.
- Preparing salary and salary Schedule.
- Maintaining Purchase, sales, stock, Bank and journal entry in tally and maintain record in excel.
- Creating Invoice and Purchase order in excel.

Avenue Supermarts Ltd:-

- To ensure all payments are paid as per the company Process on timely manners.
- Sales in cash are properly verified and safely deposited in bank.
- Maintain Petty Cash for Store small expenses.

- Communication with bank and other agency regarding coins and Tanners for smooth cash flow of cash sale transaction
- Prepare daily Summarize sales report of all mode of sale and entry in SAP.
- All type of accounting transection ,invoice ,expenses booking (with approval Process)
- Monthly and Year end Provision and Salary Pay roll Run.
- Interaction With (CCA & BA) Auditor For Smooth Vendor Payment and Business Issue.
- Independently handling Company Process Audit and Business Audit (Account Dep.).
- Attend Fire and Safety Training and ERT member of the store (First aid and manpower counting, floor warden and Searcher)

ACADEMIC QUALIFICATION:

EDUCATIONAL QUALIFICATION	NAME OF INSTITUTION	PERCENTAGE SCORED	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTILE RANK
M.Com(Accounting and Financial Management)	M.S.U. Baroda	68	M.S.U. Baroda	2023	-
B.Com Honours	M.S.U. Baroda	72.6	M.S.U. Baroda	2021	-
H.S.C. Commerce Stream	Smt. V.M Shah School	78.13	GSEB	2018	96.26
S.S.C.	Smt. V.M Shah School	79.50	GSEB	2016	96.40

- **Specialization :- Accounting and Finance**

PROJECT HANDLED:

- Comparative Analysis of Mutual Fund Schemes of **KOTAK Tax Saver** and **HDFC Tax Saver Fund**
- Social media marketing report on **Armani Brand**.
- A Study of Liquidity analysis of selected FMCG companies in India

SKILLS:

- Sound knowledge in **MS Office, Telly ERP & SAP**

CERTIFICATION:

- Successfully participated and secured 92 % in the Online Quiz Competition on **Banking & Insurance**
- Career edge – knockdown the Lockdown by TCS ION
- McGill Personal Finance Essentials offered by McGill University Desautels Faculty of Management.
- CCC
- Tally ERP.9

VOCATIONAL EXPERIENCE:

- Making designer cakes and **Sales/ Marketing on Digital Platform.**
- Pricing and cost-cutting of product (cake).
- ERT (Emergency Response Team) Fire and Safety.

Personal profile:

- Father Occupation : Engineer
- Hobbies: Financial investment planning , stock market trading & Baking,
- Language knows: English, Hindi, and Gujarati.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Vadodara

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