

Resume

Shyam Ladwa

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Date of Birth: 08/10/1992



Object:

To be selected in corporate affiliated with India as a finance graduate & contribute my competencies and abilities.

Profile Summary:

To Work with a world class organization for continuous learning and self-development. also to be a part of highly professional and motivated team setting a high performance standard leading to the organization growth, profitability and new bench mark.

- Managing the team for day to day activities related to accounts and finance
- Invoice booking through SAP & booking of debit notes
- Management of A/P & A/R Accounts, General Accounting, F&A
- Debit note and Credit note issue
- Budget petty cash requirements on a monthly basis and report to head office
- Maintaining fixed asset register.
- Checking & verifying vendor's bills and process for payment.
- Service/contractors bills passing
- Clearing and forwarding bill
- Inter unit reconciliation
- Vendor A/c reconciliation.
- Monthly physical stock taking & reconcile the same.
- To strong in book keeping & records filing

❖ **Currently looking overall Accounts Payable activities at Green Field Project Site.**

- a) Maintain invoice imaging
- b) Investigate old checks on the outstanding check list
- c) Maintain vendor relationships
- d) Maintain accounts payable running accounting bills
- e) Reviews accounts payable documents prepared by subordinates for accuracy, completeness and conformance to policy; authorizes for payment.

Educational Qualification:

DEGREE	BOARD / UNIVERSITY	PERCENTAGE	YEAR
Industrial Purchase and Material Management	M.S.UNIVERSITY	1 st Class	2016-17
M.B.A. (FINANCE)	GUJARAT TECHNICAL UNIVERSITY	6.58-CPI	2013-15
B.B.A. (FINANCE)	SAURASHTRA UNIVERSITY	69.86%	2013
H.S.C. (commerce)	GSHEB	60.89%	2010
S.S.C.	GSEB	61.23%	2008

Present Job Profile:

1. Working as a Senior Executive – Accounts & Finance in RSPL LTD (FMCG). (Soda ash plant a Ghari Detergent Group).

Green Field Soda Ash Project manufacturing unit at Kuranga- Dwarka-361335 (Gujarat - India).

Working with on dated: - 1st May 2017 to Continue.

Looking all type of bills checking & payable activity. (Admin related expenses, Civil construction bills, Mechanical bills, Electrical bills & Suppliers bills and Other Activities). Looking over all Receivable & Payable activities of Green Field Soda Ash Project at Village Kuranga, Dist- Dwarka, and Gujarat-India. (Project Cost 6500cr).

Professional Experience:

I was working with Sharp & Tannan Associates at Baroda-390003 (Gujarat - India) as an internal auditor from Sep'2015 to Mar'2017.

Key Responsibilities at Sharp & Tannan associates

- ✓ Fixed Assets data processing in SAP accounting software.
- ✓ Preparing payroll records & fixed assets register for fixed assets audit.
- ✓ Reconciliation of fixed assets SAP vs physical.
- ✓ Preparing effective auditing plans & Design the audit program routines.
- ✓ Conduct risk based internal audit & Special investigations as suggested by the management.
- ✓ Audit Scope of Purchase, Contact Labor, Inventory and HR.

Computer Proficiency:

- Proficient with the use of accounting and auditing software SAP (750) & ERP 9.
- Knowledge with Microsoft office kit – MS Excel, MS Word & Power Point.
- Advanced Diploma in hardware Program

Area of Intrest:

- To make relationship and networking with diversified occupation people
- Reading books & real stories
- Photography, Playing cricket, kabaddi.

Declaration:

I declare that the above information furnished by me is true to the best of my knowledge and will present original document whenever asked for

Place:

Signature: