



Rahul Girishbhai Master

Address: B-165, Rajsthambh Society, Opp Pologround
Near Rajmahel Road Vadodara - 390001

E-mail: rahulmaster96@yahoo.com

Mo: 8799577959

Personal Profile

Date of Birth: - 28/07/1990

Nationality: - Indian

Languages: - Gujarati, Hindi and English

Hobbies: - Cricket and Listen Music

Objective

To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

Qualifications

Sardar Patel University M.com (External) April 2017.

M.S.U Baroda Main Subject Financial and Accounts - B.com 2008-2011.

H.S.C: Gujarat Higher Secondary Education Board Passed in March 2008.

S.S.C: Gujarat Secondary Educational Board Passed in March 2006.

Skills

Account Receivable and Payable, Outstanding, Accounting Voucher making and entry in software, currently using Tally ERP 9, Bank Reconciliation, MS Office, Internet Mailing function, TDS Deduction and Prepare TDS Data, Online TDS Payment. Provision for Expenses, GST Registration and Migration, GST Return Data Preparation, GSTR 3B, GSTR 1, GSTR 2A. GST Reconciliation, MIS Report, Purchase, Sales, Cash, Payment, Receipt, Journal, Debit Note, Credit Note Voucher and Entry, Online Payment, GST payment, Online Banking Related payment, Debtors and Creditors Ledger Reconciliation, Salary, Professional Tax knowledge. Also Books of Maintain on **Quick Book (UK Based Software)**.

Experience

Unisafe Services

12.09.2023 to Till Date

Account Executive

- Books of Voucher like Payment, Receipts, Cash, Contra, Journal
- Reconciliation of Sundry Debtors & Creditors Ledger.
- Banking works like a Cheque issue for Clearing Cash Deposit, NEFT and RTGS, Online Payment, Bulk Payment.
- Handling to Day-Day Accounting

Vimal Fire Controls Pvt Ltd

13/10/2022 to 11/09/2023

Account ant

- Books of Voucher like Payment, Receipts, Cash, Contra, Journal
- Bank Reconciliation every Month end.
- Monthly GST Working. GSTR -1, GSTR- 3B, GSTR -2A & 2B Reconciliation
- Reconciliation of Sundry Debtors & Creditors Ledger.
- Handling Petty Cash & Petty cash Voucher and Booked
- Banking works like a Cheque issue for Clearing Cash Deposit, NEFT and RTGS, Online Payment, Bulk Payment.
- Knowledge about GST and filling process Handle all GST related work.
- Handling to Day-Day Accounting.
- Vendor Payment against Invoice B2B, Advance against Performa Invoice to be check. And made payment.
- TDS Deduction and Online Payment.
- Ensure timely reconciliation of Debtors and Creditors balance Streamline the Process to ensure Control over the balances.
- Ensure timely attendance of customer queries and their resolution.

- Monitors aged receivable and advance and takes a lead to resolve it.
- Site Expenses verified against IOU and booked
- Provision Entry of Every financial closing
- Every month Book Salary Entry, Advance Salary, Provident Fund, ESIC and Professional Tax Voucher and Book

BPA – RONAK GROUP

01/10/2020 TO 30/06/2022

Accounts Executive (AUDIT IN FINANCIAL AND ACCOUNT)

- Reviewing day to day processing of accounts Payable & Receivable Transactions to ensure that organizational finances were maintained in an effective up to date and accurate manner.
- Reconciling Accounts, creating, documenting and posting complex journal entries, recording various intercompany transactions and cost allocations.
- Review Financial Statements as per Requirements.
- To assist with the processing of invoices and Credit notes for supplier accounts in areas of responsibility.
- Resolution of all invoicing queries via email/Phone for supplier accounts. And To chase for missing invoice with the suppliers.
- Uploading of Sales Invoice, Receipt, Expenses Voucher and Expenses Supporting as time of book in Quick Book.
- Bank Reconciliation on Monthly basis for all the sites.
- Communicating with Site Staff over phone/email for issues relating to receipts & refunds, sales invoice and query resolution on day to day basis.
- Preparing timely monthly management Accounts and any required reports. Management Accounts Reporting & Analytics.
- Monthly Inventory Report to Management.
- Daily Report Send to Management to Sales and Collection, Aging Summary, Inventory as per site for Management Report.
- Purchase Order, Inventory Register, Purchase Register, Sales Register, Bank Book, Journal Register. Cash and Bank book. Report show charts of Accounts and Report required as per Management require in Quick book.

Mudrika Ceramics India Ltd

01/02/2020 TO 30/09/2020

Accounts Executive

- Preparing of GST Return GSTR 1 & 3B, GSTR 2A reconciliation.
- Handle All cash related transaction like distribution of wages, Petty expenses of company.
- Banking operation like RTGS, NEFT and Online Banking. And Issue Cheque to the Parties
- Carried out all necessary day to day accounting responsibilities including journal entries, accounts payable/receivable, bank deposits, Purchase, Sales Cash Book, Bank Book, Debit Note and Credit Note.
- Preparation of the Bank Reconciliation Statement follows up with local bank for banking transaction of the company.
- Correspondence with Debtors and Creditors
- Deducting TDS against salary / vendor payment.
- Prepare of 26Q Quarterly return of TDS and Monthly Payment of TDS. And GST Payment.
- Operating Tally up to Provision.
- Scrutinizing bills received from vendors, verifying all particulars, preparing payment advice and disbursing payment on time.

Manpasand Beverages Ltd.

21/12/2017 TO 31/01/2020

Account Executive

- Accounting on MBL Software, Tally ERP 9 and Books of Accounts Maintain.
- GST Data Prepare and file of GSTR 3B. AND GSTR 1, GSTR 2A.

R.S.Shah & Co.

01/07/2015 TO 20/12/2017

Accounts & Taxation

- GST Registration and Migration.
- Books of Account Maintain by Client. Vat Return Filling and Auditing.
- Bank Book, Bank Reconciliation, Journal, Purchase, Sales and Cash book Maintain. In Tally Erp 9.
- GST Data to be prepare and online filling of GSTR 3B, GSTR 1, GSTR 2.

Prabha Steel Industries

04/10/2012 TO 30/06/2015

Accounts Assistant

- Reconciling account receivable, accounts payables and bank statements (using Excel spreadsheets) and entering journal entries in accounting system.
- Administration of Accounts Receivable and Account Payable. Problem with vendor and customers collect Categorize, Calculate and Verify and enter data to maintain accurate Records.
- Analysis of Voucher Making and Books Entry

- Bank Reconciliation Daily Basis of Books of Account.
- Keep Records and follows of "C" form Receivable and Issued.
- Prepare Making after month end outstanding Payment and Receivable, NEFT/RTGS Payment.
- Assisted in the day to day, monthly and annual operation of the Accounting and Finance Team.
- IOU Maintain, Cash Book Maintain in Excel sheet. And Books of Entries in Tally ERP.
- Site Expenses to be check and Verify for Expenses heads in books of Account.
- Books of Account Voucher posting Journal, Cash, Bank, Purchase, Sales, CBR, CBR-C, CBR-R, Payment, Receipt.
- TDS Deduction and Entry in Books of Account.
- Responsible for the payroll function of Employees before check Advances and deduction information to HR department.
- Verification of data and Maintenance of Outstanding reports for debtors and Creditors.
- Manage the Bank Reconciliation statement of the company for all receipts and Payment.
- Before Payment check the CC Limit and forecast budget.
- Quarterly Audit and Yearly Audit prepare for books of Account.
- Banking Related out site work.
- Tally ERP 9 and ZIP ERP Both software to be maintain.

IT SKILLS

- MS-Office (MS-Excel. MS-Word. MS-PowerPoint. Outlook. Vlookup)
- Good Knowledge of MS Excel as Tool for MIS Reporting.
- Good Knowledge of Tally 9.0. ERP. Tally Prime & ZIP ERP.
- Quick Book (UK Base)
- SWAN (ERP)

If you give me an Opportunity to become a part of your firm then I surely prove myself as the best and beneficial employee for your firm.

**YOURS FAITHFULLY,
RAHUL MASTER**

**DATE:
PLACE: VADODARA**