

NARENDRA R BHOI

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PERSONAL STATEMENT

My aim to build a long and enriching career in the fast-growing industry in an organisation that provides opportunities of continuous learning and encourages innovative thinking.

PROFESSIONAL EXPERIENCE.

Costcon Healthcare LLP,Vadodara. (Jan 2023 to Till Date) As an Account executive/HR Executive.

- Monitoring preparation of statements including Trial Balance, P & L A/c, Client Outstanding, Account Receivable / Payable, General Ledger, Receivable Management.
- Providing Vendor accounts reconciliation as needed.
- Monitoring of day to day transactions and verification of vouchers.
- Maintain TDS Details of Sub Contractors.
- Day to Day all type GRN Prepare and booked
- Monthly GST working and return filling process.
- Preparation of Bank Reconciliation Statements.
- Petty Cash Management.
- Handling up to end recruitment process.
- Daily Maintain the Employee Attendance, Leave
- Prepare Daily Manpower Report,
- Prepare Full & Final Settlement

Satyendra Packaging Ltd,Anand. (Jan 2022 to Jan 2023) As an Account executive

- Monitoring preparation of statements including Trial Balance, P & L A/c, Client Outstanding, Account Receivable / Payable, General Ledger, Receivable Management.
- Verification of day to day Verification Vendor Payments.
- BRC generation and proper filing system to Follow
- Generating Reports, updating Cash book.
- ITR filling and verifications.
- Preparation of Bank Reconciliation Statements.
- Petty Cash Management.
- Providing information & Support to internal and Statutory Auditors.
- Providing Vendor accounts reconciliation as needed.
- Monitoring of day to day transactions and verification of vouchers.

- Maintain TDS Details of Sub Contractors.
- Day to Day all type GRN Prepare and booked
- Monthly GST working and return filling process.

Indo Amines Ltd, Baroda. (Feb 2019 to Dec 2021) As an Account executive

- Monitoring preparation of statements including Trial Balance, P & L A/c, Client Outstanding, Account Receivable / Payable, General Ledger, Receivable Management.
- Verification of day to day Verification Vendor Payments.
- Generating Reports, updating Cash book.
- ITR filling and verifications.
- Preparation of Bank Reconciliation Statements.
- Petty Cash Management.
- Providing information & Support to internal and Statutory Auditors.
- Providing Vendor accounts reconciliation as needed.
- Monitoring of day to day transactions and verification of vouchers.
- Maintain TDS Details of Sub Contractors.
- Day to Day all type GRN Prepare and booked
- Monthly GST working and return filling process.

Lovely Chemicals. Nandesari Baroda. (Nov-2017 to Feb-2019) As an Account executive

- Preparation of Bank Reconciliation statements
- Maintain GL Transactions.
- Maintain TDS Details.
- Preparation of Liability statements of Contractors & Suppliers etc.
- Monitoring of day-to-day transactions and verification of vouchers.
- Follow Up on Outstanding debts.
- Provide outstanding statements of Debtors.
- Prepare daily expenses vouchers and making payment of various bills.
- Maintaining daily stock dispatch record in MS- Excel..
- Making salary of employee for organization.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Monthly GTS working and return filling process.

Indo Bio Science Pvt Ltd.Baroda. (Oct- 2016 – Oct- 2017) As an Accountant executive.

- Preparation of Cash Flow Statement.
- Maintaining Daily Financial Reports of various project sites.
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Maintaining banking functions, including Bank Reconciliation Statement, CASH Disbursement.
- Maintaining Voucher entries
- Making salary of employee for organization.
- Recording & Verification of Receipts & Payments
- Follow Up on Outstanding debts.
- Overdue Interest Recovery.
- Updating Bank and Cash Book.
- Preparing Subcontractors Reconciliation Statements
- Subcontractors TDS and Internal auditing.
- Bills verification & passing.
- Ledger wise reconciliation.
- Validate daily reports from various work sites.
- Liaison with bankers, suppliers & Sub Contractors.

ACADEMIC EDUCATION

| <i>TERM</i> | <i>BOARD/UNIVERSITY</i> | <i>PASSING YEAR</i> | <i>%TAGE</i> |
|------------------|--------------------------------------|---------------------|--------------|
| B.Com | <i>SARDAR PATEL UNIVERSITY,ANAND</i> | 2015 | 67% |
| 12 th | <i>G.S.H.E.B</i> | 2012 | 59.31% |
| 10 th | <i>G.S.E.B</i> | 2010 | 53.54% |

COMPUTER SKILLS

- Knowledge of M.S OFFICE. Good command in excel and word
- Internet Awareness
- Good Command on Different Computer Software like **Tally Prime and ERP.**
- Computer communication

AREAS OF INTEREST

- Reading:-Accounting books, General knowledge.
- Travelling.
- Cricket

PERSONAL DETAILS

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|------------------------|---|
| Date of Birth | : 9 th oct 1994 |
| Gender | : Male |
| Marital Status | : Married |
| Nationality | : Indian |
| Languages Known | :English, Hindi, and Gujarati |
| Mailing Address | :Near water tank,khandi,At Po: Kahndi, Ta: savli,Dis: vadodara-391780 |

