CURRICULAM VITAE



SISODIA KALPITSINH J.

A-2/80, Vaikunth-1, Near Octroi Naka, Waghodia Road, Vadodara-390019

MOB: +91-98257 19364/ +91-83208 71538

E-mail:

Total Work Experience

: 7 Year & 6 Month

• Current Organization:

Krystal Global Eng. Ltd.

• **Duration :** June 2022 to Jun-2023.

• Designation : Account Executive

Key Responsibilities:

- Daily Accounting Purchase consumable entry in tally and ERP System.
- Daily Accounting Purchase Expanses Other entry in Tally and ERP System.
- Daily Accounting Petty cash entry in Tally and ERP System.
- Bank Payment Entries Tally And ERP System.
- Debit note and Credit note Booking.
- TDS Related entry in Tally and ERP System.
- TDS working monthly and quartile return.
- Conduct internal Audit and Solve the quarry.
- Making sales invoice (scrap) with E-invoice And E-way bill.
- Booking sales and purchase invoice.

• Last Organization:

K.C MAHETA & CO. Vadodara

Duration: Feb 2020 to Jun-2020

Designation: Finance Auditor

• Previous Organization:

 Rishi Fibc Solutions Pvt Ltd. Ranu, Vadodara

Duration: June 2018 to Fab-2020.

Designation: Officer

Key Responsibilities:

- Auditing Daily Accounting Entrees and approval in the INFOR ERP SYTEMalong with reconciliation.
- Preparation of internal audit report and submission to the management including action taken and process enhancement.
- Monthly MIS Reports prepare for management decision (like Sales, Purchase, Scrapping, Raw Material).
- Verification of statutory Compliances including TDS Returns, GST Returns etc..
- Auditing of Procure to pay Financial Cycle and its related auditing concepts.
- Auditing of fixed assets including physical verification acquisition depreciation disposals etc..
- Performing physical inventory verification monthly reconciling of difference ifany.
- Preparation of inventory reconciliation statement at various department Levelsand submission management.
- Assisting the management in developing the INFOR ERP System under theguidelines of the management,
- HR payroll checking payment of salary Contractor and Staff including statutorycompliance check for various lows including ESIC, PF, LWF, PT etc..

Previous Organization:

STOMY ENGGINERING Pvt. Ltd.(ISO 9001: 2008, 14001 Certified

Engineering Company)

Por, Vadodara

Duration : Sep 2017–Aug 2018 (9 Month)

Designation: Store Executive

Key Responsibilities:

• Making the GRN after quality clearance

- Working through ERP- System from Allocate the Materials at define location. email and follow up for the same through co-ordination with department
- Working With Fifo System, Maintain Minimum Stock And Maximum Status.
- Maintaining the stoke, Warehouse & other work in Clean & orderly condition.
- Allocation define for accepted, Rejected & Under Quality materials based on colorcoding.
- Martial counting after receipt of materials.
- doing all the store related activity as per define process.
- Arrange to packing the materials as per customer requirement.
- Co-ordinate with transporter for dispatching the materials to the customer.

Previous Organization:

ABB Limited, Maneja Through: K C Mehta.

Duration : Aug 2013 to Aug 2017 **Designation :** Internal Auditor

Key Responsibilities:

- This function involved verification of the accuracy with which the transactionswhere booked i.e Pre-book & post booking audit.
- to verify whether the transactions flows through proper system & As per companyprocedure.
- also done the activity like release the LD, RETENTION & PBG.

Personal Details

Name : KALPITSINH SISODIYA

Contact No. : Mob.-09825719364

: sisodiya.kalpit@gmail.com : 09TH Feb, 1987. E-Mail ID

Date of Birth

Marital Status : Married

Language Known : English, Hindi, Gujarati.

Nationality : Indian

: Reading, Music& Traveling Hobby

Educational Qualification

Sr. No.	EXAM PASSED	YEAR OF PASSING	BOARD / INSTITUTE	Class
1	B.COM	March - 2008	Guj. Uni	2ND
2	M. Com	April - 2012	Guj. Uni	Pass

Addl. Qualification

1). Sap, Tally ERP 9.

2). INFOR ERP System

Computer Knowledge : MS-Office (Word, Excel), E-mail &

Internet.

Strength : Punctual, Confident, Self-

determining, Loyal.

Expected : Negotiable

DATE: SIGNATURE:

PLACE: BARODA, GUJARAT (INDIA). (K.J.SISODIYA)