**JAYDIP GOHEL**

**Contact No. : -8200703361**

**E-mail:- jaydippgohel@gmail.com**

**Present Address:** 1124/1125 Behind milk dairy

Bechari Umreth Gujarat - 388220

**CAREEROBJECTIVE**

To Build a career in Account and Finance looking toward to a challenging career with scope for self-advance and together with company’s goal and objective.

**BASIC ACEDEMIC QUALIFICATION**

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| --- | --- | --- |
| **Qualification** | ***Board/University*** | **Year/ Percentage** |
| MBA(Finance) | GUJARAT TECHNOLOGICAL UNIVERSITY | 2015 / 68.10 % |
| BBA | SARDAR PATEL UNIVERSITY | 2012 / 59.29 % |
| HSC | G.S.H.E.B GANDHINAGAR | 2009 / 75.29 % |
| SSC | G.S.H.E.B GANDHINAGAR | 2007 / 73.29 % |

**WORK EXPERIENCE**

**1.** Worked with **Accounts Executive|Bharat Tyres Gujrat Pvt Ltd**

**Anand - May 2016 - July 2021**

**JOB PROFILE**

* Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
* Prepared itemized statements, bills, or invoices and recorded amounts due for items purchased or services rendered.
* Maintained accounts Receivables records up-to-date.
* Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
* Prepared and mailed invoices to customers, processed payments, and documented account updates.

**PERSENTLY WORKING**

Presently Working in **SANKET INDIA PVT LTD** Anand as an **Accounts Payable Officer** since August 2021 to till Date

**JOB PROFILE**

* Closely monitored accounts to post timely payments and resolve billing discrepancies.
* Coordinated accounts payable functions and improved workflow staff members.
* Developed reports for senior management to outline expenditures, vendor spend and forecasting.
* Analyzed financial discrepancies and provided solutions for accurate financial records.
* Accounts Receivables and Data Analytical ability .
* Matched purchase orders with invoices and recorded necessary information.
* Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
* Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
* Looking after preparation of all types vouchers like Cash, Bank, Journal , Sales, Purchase , D/Note, C/Note and their proper posting in the books of accounts.
* Scrutiny of ledgers, Reconciliation of Debtor & Creditors Also preparation Bank Reconciliation statement.
* Supervision all T.D.S heads like contractor or sub contractor, professional , salary, rent , interest, Job work , deposit their challan , issue T.D.S certificate & filing their data for return.

**IT PROFICIENCY**

* **SAP FICO 6 years of Experience , TALLY ERP 9**
* Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point

**INTERPERSONAL SKILL**

* Ability to rapidly build relationship and set up trust.
* Confident and Determined
* Ability to cope up with different situations.

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Father’s Name** | **:-** | Prakashbhai R Gohel |
|  | **Date of Birth** | **:-** | 17 th Oct 1991 |
|  | **Language Known** | **:-** | Gujarati, Hindi & English |
|  | **Marital Status** | **:-** | Married |
|  | **Nationality/Religion** | **:-** | Indian |
|  | **Interest & Hobbies** | **:-** | Cricket, TV watching |
|  |  |  |  |

**DECLARATION**

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

**Place: \_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_ (Jaydip Gohel)**