

AMIT B. JAISWAR

FINANCE EXECUTIVE

Professional experienced in working with financial aspects of the business which includes Budgeting, Financial Accounting, MIS reporting, Analysis of Reports, and documentation to increase efficiency and reduce time consumption. With determination and accompanied skills to complete tasks given with or without any time constraints efficiently. Professional possessing knowledge of methodology of Research and Analysis gained through Certification received in MBA-Finance & Bachelor's in Commerce and through continued interest and study of Economics. Minor Experience in Logistics and Sales through Business functions, Participation work & Internship.

○ amitjaiswat089@gmail.com ○ + 91 9594351563 ○ [linkedin.com/in/amit-jaiswar-49679085](https://www.linkedin.com/in/amit-jaiswar-49679085)

OBJECTIVE:

To provide my services with the gained experience of 1 Year and 11 Months in Accounting & Finance, with knowledge and practice of Economics & Research to increase the Efficiency of the business.

WORK EXPERIENCE:

Finance Executive

National Oilwell Varco India Pvt. Ltd.

01st Mar '18 - Present

- Maintaining and Co-ordinating reports of the Daily, Monthly, Quarterly and Yearly transactions made by the company to analyse the Expenditure of company against the Income gained.
- Facilitating Efficient Documentation for future Audits/ Inspections to corroborate with the virtual data present in Tally or the Company's personal Software.
- As time consumed for completing such tasks reduced from 5 hours a day to 3 hours a day which allowed us to focus on other project which would be delayed or held back previously.

Accounts Executive

Bay Tankers Pvt. Ltd.

01st Sept '17- 28th Feb '18

- Maintained ledger books of labour contractor & supplier information and managing records of purchase & sale of goods. Along with preparing GST & TDS Reports for Payment and Filing Returns, and facilitating vendor payments in a timely manner
- Managing discrepancies such as incorrect booking, inaccurate/incomplete client confirmation received, etc. to reduce errors or future discrepancies if the event of Audits or Inspections arise.

EDUCATION:

Post Graduate Program in Management (MBA) – Specialization in Finance

Indian Business School, (ICFAI University), Mumbai

01st Jul '15 – 31st Mar '17

Bachelor of Commerce

Dnyansadhna College of Arts, Science and Commerce (Mumbai University)

01st Jun '11 – 31st Mar '14

TECHNICAL & IT SKILLS:

- Data Management :** • Database Design & Management, Data Analysis, Assessment & Correction, Graph Representation of Data
- Computer Skills :** • Advanced MS-Office, Tally.ERP, Glovia, SAP, Online Website Applications

ADDITIONAL INFORMATION:

- Summer Internship :** BANK OF BARODA – 22nd Feb’16 to 22nd May’16, with project title ‘Comprehensive Study on Retail Loan Products at Bank of Baroda’.
- Promotion & Sales :** Organic Consumable products for Theo Organics at various Organic Festivals and Events throughout Mumbai.
: 34 SIP’s whilst my Internship for Bank of Baroda by daily interacting with customers who would inquire about loan products.
- Addl. Certification :** Tally.ERP 9 from NIIT, GFMA Star from BSE