



CURRICULUM VITAE

Vishal Thakur
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CORE STRENGTHS

- *Branch Accounting*
- *Cash / Bank Reconciliation*
- *Credit Control*
- *Debtors Management*
- *Implement financial policies and procedures*
- *Maintain Records Motor Vehicle transactions*
- *Route & Vendor cost Analysis*
- *Claim Investigation*
- *Damage Material Inspection*
- *Customer Relations*
- *Financial Negotiation*
- *Reconcile payable and receivable*
- *Service Tax / Tds Calculation*
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ACADEMIC PROFILE		
Degree	Institute / School	Percentage
M.Com	D.A.V.V.	53%
B.Com	D.A.V.V.	63%
Higher Secondary	Nutan Higher Secondary School Indore. (M.P. Board Bhopal.)	67%
High School	New Balmandir High. School Indore. (M.P. Board Bhopal)	57%

Technical Exposure:

- ✓ Operating System :- XP/2000/window 7
- ✓ Tools :- MS-Word MS-Excel, MS-Power Point, Internet
- ✓ Operating Tally :- ERP 9.0 accounting software.

Professional Experience:

1. Rivigo Services Pvt.ltd. :- Team Leader

2018-Present

Rivigo is a technology-enabled logistics company that aims to deliver reliability through our well-established network and provide transparency and par excellence service to our clients. Founded in 2014.

Job Profile

- ✓ Handling a team for entire Indore & Nagpur cluster
- ✓ Reconciliation of collection & deposit
- ✓ Manage the day-to-day operations
- ✓ Sharing provision timely with HO for service provider & vendor
- ✓ Analyzing cluster expenses through petty cash report/cash book
- ✓ Resolving internal & customer issue which pertains to retail business
- ✓ Keeping control on “OU” (operation unit) assets
- ✓ Analyzing the data of vehicle utilization
- ✓ Controlling on expenses of entire cluster
- ✓ Taking care for expansion & opening new branches at cluster
- ✓ Taking follow-ups on renewal of vendor & warehouse agreement etc.
- ✓ Create report to update the company on the team’s progress

2. Safexpress Pvt. Ltd. :- Executive(F&A) (Department Head) 2013-2018

Safexpress Pvt.ltd. Is India leading domestic supply chain management company with strong Network & minimum transit time for surface across India.

Job Profile

- ✓ Ensure proper freight charging accurate billing, collection and remittance as per the police
- ✓ Control on outstanding, periodic Ageing analysis
- ✓ Zero Rebate, learn & understand past rebates
- ✓ Daily accounting of all payments and revenue
- ✓ Timely scheduled payments, Zero cash payment target in daily working
- ✓ Ensure correct and real time recording of ledgers as per accounting structure
- ✓ Reconciliations of cash and bank
- ✓ Wastage managements
- ✓ Ensured claim files are properly documented and claims is correct
- ✓ Maintained professional client relationships; resolved client issues.
- ✓ Investigated coverage, evaluate, negotiated and settle auto liability claims
- ✓ Prepared various reports for claim adjudication for various examiners

- ✓ Monitored all claims and ensured compliance to all audit requirements
- ✓ Determined all performance development plans.
- ✓ Regular investigation of all party damages and various loss facts

3. **Air Transport co. (Regd.) :- Accountant** **2010-2013**

M/s Air Transport co. (Regd.) is Partnership Transport co. Administration office at 31, T.s. Navlakha New Lohamandi (H.O.) Indore Branch are Madhya Pradesh & Maharashtra.

Job Profile

- ✓ Prepares asset, liability, and capital account entries by compiling and analyzing account information
- ✓ Summarized current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
- ✓ Substantiates financial transaction by auditing documents.
- ✓ Secures financial information by completing data base backups.
- ✓ Preparing monthly & quarterly service tax / tds liabilities report
- ✓ Maintain complete branch accounts in Tally 7.2

4. **Sarco Road Lines Pvt. Ltd. :- Accounts Assistant** **2008-2010**

M/s Sarco Road lines Pvt.Ltd. is Indore Transport Concern Having Administration office at 7-Mangal Nagar (H.O.) Indore and Branch are Madhya Pradesh Gujrat and Maharashtra.

1. **Job Profile**

- ✓ Maintain Branch accounting, cash book & stock reconciliation
- ✓ Prepare the reports of fox pro base program
- ✓ Generate and submit monthly credit bill and delivery bill to parties
- ✓ Operate the Tally 9.0 ERP for complete branch accounting.

ERP : - (Enterprises Resources Planning)

- ✓ Handling ERP soft ware for day to day booking-delivery stock for branches.

Strength:

- ✓ Positive Attitude.
- ✓ Hard working.
- ✓ Time Management.

Hobbies:

Traveling, Cricket

Personal Data:

Father's Name	: Mr. Shri Satayanarayan Singh Thakur
Mother's Name	: Mrs. Asha Thakur
Date of Birth	: 5 Aug 1991
Sex	: Male
Nationality	: Indian
Marital Status	: Single
Languages	: Hindi, English.

Declaration:

I hereby declare that all the information given by me is true to the best of my knowledge.

Date: / /

Vishal Thakur