

# Dheeraj Mehta

Delhi, Delhi

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To seek a challenging position in a value - driven organization where I can get opportunity to learn, show my capabilities, earn appreciation for the same & contribute to its prosperity through my hard work, integrity & practical knowledge gained so far.

## Work Experience

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### **Sr Executive Account**

CHETAK LOGISITICS LIMITED

June 2018 to Present

Key Result Areas: -

- 1 Maintain cash report, journal entries and generated financial reports. Operating Tally ERP9 Software
- 2 Prepare TDS (92B, 194C) and GST report monthly basic branch wise.
- 3 Prepare TDS and GST return report (GSTR1 OR GST3B Monthly and Quarterly).
- 4 Prepare account outstanding report on weekly basic.
- 5 Prepare TDS, GST, Salary Sheet, Leave in encashment Report on monthly basic.
- 6 Bank Reconciliation, Sale Report, Expense Report monthly basic.
- 7 Submit or Payable on monthly basic TDS and GST Challan as per report.
- 8 Maintaining records and generating weekly, monthly and quarterly for internal and external Audit purpose and Finance Reporting.
- 9 Prepare Payment update in system BMR (Bank Money Received) update daily.
- 10 Prepare report on basic of all branch warehouse expense (Labour, Rent party Billing Maintaining costing).
- 11 Prepare Reconciliation report on basic of all Petrol Pump billing with expense book by lorry expense in cash report.
- 12 Prepare report on basic check Freight bills, Warehouse bills all branch with rate contract or Expense quotation prepare two times in a month.
- 13 All the Cash report or Journal entries on daily basis book in the cash entered on last day.
- 14 Prepare scorecard report on weekly basic which is help to analysing ranking or position of the branch as compare to other.
- 15 Processing adjustment entries (credit and debit adjustments) from the client Ledger statement.
- 16 Report to Calculation of Rate contract compare with other branch book in lorry freight or update Other charges.
- 17 Airway Bill calculation on daily basic, Maintain PDA CELBI, ACMES, DCSE, CWC, accounts, Daily and Monthly Reports
- 18 Payment of IATA, Petrol Pump and all Creditor follow up and update in 15 days, in a month Daily

## **Representative in Account Receivable Profile**

Item's Bill - North, AR, US

December 2016 to June 2018

Key Result Areas: -

- Posting in different payments file on basic of requested by the customer or client
- Provide IB(Item's Bill)PIF(Paid in Full), SIF(Settlement in Full) letters requested or Given offer by the collector and take action according to Status which are require,
- Upload New account in Our system and sent the Ack for client conformation.
- Prepare scorecard report on weekly basic which is help to analyzing the ranking or position of the company as compare to other company.
- Processing adjustment entries (credit and debit adjustments) from the client exchange file.
- Reviewing payment files for echo backs and correcting the balance where necessary.
- Reviewing, updating and uploading files on client systems.
- Closure of the accounts on the basis of status of the account (PIF/, SIF) and on client request.
- Preparing Monthly Reports and Invoices on collection activities.
- Updating account information such as customers name, address SSN and other necessary details.

## **Account Executive**

Plus Airlinks Pvt Ltd - Delhi, Delhi

June 2008 to December 2016

Key Result Areas:-

- Maintain basic accounts, book keeping, journal entries and generated financial reports. Operating Tally ERP9 Software.
- Prepare TDS return(Monthly and Quarterly).
- Prepare account outstanding report on weekly basic.
- Prepare TDS, Service, Salary Sheet, Leave in Cashment Report on monthly basic.
- Bank Reconciliation, Sale Report, Purchase inventory Report.
- Submit or Payable on monthly basic TDS and Service Tax Challan.
- Verification of the customer information and apply the payments on accounts.
- Passing the Journal entries on daily basis for the cash entered on last day.
- Preparing Monthly Reports and Invoices on collection activities.

## **Education**

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### **M.Com**

I.G.N.O.U

2016

### **B.Com**

Delhi University - Delhi, Delhi

2012

## Skills / IT Skills

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- Account Receivable (AR), Order to Cash (OTC).
- Prepare TDS return or online correct TDS return by using Webtal software.
- Prepare TDS and GST Payable summary monthly basic
- Submit TDS and GST challan payment monthly basic.
- Have sound knowledge of Basic of Accounting, Book Keeping and Journal Entries.
- Have working knowledge of Bank Reconciliation.
- Prepare Sale, Purchase, Expense Voucher or Party Ledger by using Tally ERP9.
- Working knowledge of MS office
- Excel.
- Working experience of MS outlook.
- Working knowledge of Tally ERP9.
- Working knowledge of Webtal Software.
- Working knowledge of Freight look.
- Basic computer Knowledge like Internet, use of peripherals of computer. Organizational scan