

CURRICULUM-VITAE

VIKAS YADAV

30/31 Mahant Colony,

Chand Bihari Nagar.

Khatipura Road, Jaipur

Pin Code – 302012

Contact No- 0-99-50-999925.

Email Id: - vicky040404@gmail.com

Career Objective

Self motivated problem-solver, well versed in computers and new technology seeking a challenging position that would use strong creative abilities to train, develop, speak and inspire. Possess effective communications skills and the ability to relate with and train persons of all backgrounds and demographics. Have an educational background in sociology and criminal justice in addition to retail and facility management experience. Possess proficiency in regulatory research and analyst reporting. Creative mind and ideas allows for strong problem solving abilities and the ability to think out of the box.

Summary of Qualification

- M.Com Final(Business Administration)
Year 2012
Grade- IInd Division
University of Rajasthan, Jaipur.
- B.Com
Year 2009
Grade- IInd Division
University of Rajasthan, Jaipur.
- Sr. Secondary
Year 2006
Grade – IInd Division
Rajasthan Board of Secondary Education, Ajmer.
- Secondary
Year 2004
Grade – Ist Division
Rajasthan Board of Secondary Education, Ajmer.

Working Experience

- Presently Working in Universal Group of Industries as an Plant Manager from September 2016 to till date (Ongole Project).

Job Profile (as a Plant Manager)

- Plan and draw up a production schedule
- Decide on and order the resources that are required and ensure stock levels remain adequate
- Select equipment and take responsibility for its maintenance
- Set the quality standards
- Ensure that the production will be cost effective by estimating costs and negotiating and agreeing budgets with both clients and managers
- Monitor the production processes and adjust schedules as needed
- Monitor productivity rates and product standards and implement quality control programmes
- Organize the repair of any damaged equipment
- Liaise with different departments, teams and companies, e.g. suppliers, managers, clients
- Ensure that health and safety guidelines are followed at all times
- Ensure customer orders are completed on time and to budget and that quality standards and targets are met
- Work with managers to implement the company's policies and goals
- Collate and analyses data, putting together production reports for both factory managers and customers
- Supervise and motivate a team of workers
- Review worker performance and identify training needs.
- Communicate any problems or obstacles to senior management
- Provide motivation, support and guidance to all employees
- Finalize all work from Block Purchasing to Container Dispatching.

Job Profile (as a Finance Manager)

- Computer & Manual Accounting.
- Preparing day to day needs of accounting entries such as Payments & Receipts Vouchers, Contra Vouchers, Journal Vouchers, Purchase and Sales Vouchers, Sales Invoice, Credit & Debit Notes.
- Preparing Bank Reconciliation & Banking Transaction and reconciliation of

Parties A/c. (Debtor's & Creditor's)

- Handling Stores and Inventory.
- Making all staff salary (Office, Factory and Labour on contract) and forwarded to HR Department.
- Negotiated & Finalizing the Vendor's rate of service for office.
- All Vendors' Payment, Handling the Imp-rest Amount (Petty Cash) and give the report to MD at the end of the month.
- Handling Statutory and Internal Audit and handling External Audit queries by Auditors.
- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
- Provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.
- Finalizing all Subsidy Work (INTEREST SUBSIDY and ELECTRICITY SUBSIDY and INVESTMENT SUBSIDY) which is approved by Andhra Pradesh Government.
- Negotiate contracts and close agreements to maximize profits
- Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders
- Develop new business with existing clients and/or identify areas of improvement to meet sales quotas
- GST: Preparation of GST return on Monthly and Quarterly basis & ensure timely monthly Payment of output GST.
- TDS: Preparation of TDS return on Quarterly basis & ensure timely monthly Payment of output TDS.
- Preparing all reports which are needful for making final recovery for material. (Starting from Blocks Purchasing (RawMaterial) to Container Dispatching (Final Material))
- Preparing Companies final statement (P&L A/c, Balance Sheet).

► **Working in Jajoo Exports as an Export Documentation Manager from Feb. 2012 to September 2016.**

Job Profile

- Preparing Exports related all documents. (Based on L/C and CAD)
- Preparing and verifying Shipping documents i.e., Invoice, Packing List, Weight List, Certificate of Origin, Exporter Certificate, Shipment Advise & Legalized Documents as per the Letter of Credit and Custom's & Consignee's requirements.
- Give Instructions for Bill of Lading of and Shipping Bill and co-ordinate with our CHA and Shipping Line.
- Presentation of Export Documents in the Bank, negotiating with the Bank and

following up the payment.

- Upon receipt of Letter of Credit, verifying and co-ordinate with sales team to make necessary amendments, issuing shipping order (S/O) and processing the order to concerned factories.
- Follow up with factories for each shipment to ensure the presentation of documents within the time limits and update the delivery reports, planning deliveries and shipping.
- Prepare Insurance Policy for CIF Shipment and co-ordinate with Insurance Company to collect the certificate.
- Prepare and verifying the B/L, AWB, Truck Consignment Note and Shipping Company Certificate for all shipments as per LC Terms and Buyer's requirements and collecting these Documents.
- Independently handling correspondence and communicate with our material supplier in overseas and local and co-ordinate with accounts department and arranging payments to the Suppliers.
- All Accounting Works such as Payment, Receipt, Sales, Purchases, etc.
- Prepare authority related documents for CHA to clear all necessary works for ICD Concur and also prepare Quotations, Proforma Invoice and Purchase Order.
- Ensure on time, accuracy and completeness of required shipping documents.
- Reporting to Operation Manager the Export activities on a weekly basis.
- Prepared some reports as per Directors Instruction such as: -
 - Daily Documentation Report
 - Pending Order Status
 - Debtors Follow-up Report
 - Daily Updating Report (from Our CHA and Forwarder Related to our Consignment)

➤ **Worked in Naveen Road lines as an Accountant from Feb 2010 to January 2012.**

➤

Job Profile

- Computer & Manual Accounting.
- Preparing day to day needs of accounting entries such as Payments & Receipts Vouchers, Contra Vouchers, Journal Vouchers, Purchase and Sales Vouchers, Sales Invoice, Credit & Debit Notes.
- Preparing Bank Reconciliation & Banking Transaction and Parties A/c.
- Handling Stores and Inventory.
- Making all staff salary and reported to Director at the end of the month.
- Preparing Companies final statement (P&L A/c, Balance Sheet).

➤ **Worked as a Junior Accountant in Paradise Corporation & Argil Ceramic Pvt. Ltd. From April 2009 to Feb. 2010.**



Computer Proficiency

- Basic Knowledge in Computer. (MS Office)
- Tally ERP 9.
- Internet.

Strength

- Confidence and hard work.
- Excellent communication skills
- Smart working ability
- Multitasker
- Quick Learner.

Hobbies Interest

- Listening Music
- Playing Cricket
- Reading Books

Personal Profile

- Name : Vikas Yadav
- Father's Name : Shri Ganesh Prakash Yadav
- Date of Birth : 21st Aug. 1989
- Sex : Male
- Nationality : Indian
- Marital Status : Married
- Language Knowledge: Hindi & English & Rajasthani.

Declaration

I hereby declare the particulars furnished above are true the best of my knowledge and belief.

Date

(Vikas Yadav)