

Rajesh Sakhiwala

Accounts Executive - Club Mahindra Holidays & Resort Ltd

Navi Mumbai, Maharashtra - Email me on Indeed: indeed.com/r/Rajesh-Sakhiwala/bcabd119998e7e30

WORK EXPERIENCE

Accounts Executive

Club Mahindra Holidays & Resort Ltd - Vashi, Maharashtra - July 2013 to Present

Account & Finance Department

- Handling the Booking Of invoices
- Handling Payments of Service Tax and TDS Payment
- Handling the Payment Done to Vendors for Admin & Marketing
- Handling the PO Procedure for Marketing Bills
- Handling the RTGS& NEFT Activity
- Handling the Co-Ordination with RM / BM for Bank Related Issue
- Handling the GL Scrutiny
- Handling the Collection of Member Cash
- Handling Bank Reconciliation of Software V/s Bank Statement (for Credit Card, Cheque & Cash)
- Preparing Monthly Bank reconciliation statement of "Company Current a/c "which related to the Expenses & Cash Management System a/c" which related to the Income.
- Handling the Provision Booking for Month
- Handling the Auditing of Bills and Cash Vouchers Paid
- Preparing the MIS Report & sending to corporate office on daily basis like as Recession Report, Cancellation Report & Net Sale Report.
- Preparing the Schedule for the Month by Taking the Base of Trail Balance (TB)
- Preparing the Reports for Budget V/s Actual on Month Basis
- Preparing the Incentives & Commission for DSA & Executives on Month Basis.
- Preparing Marketing Reports on Monthly Basis

Accountant

AMRUTLEELA COMMODITIES - Vashi, Maharashtra - May 2012 to April 2013

Account Department

- Independently Handling Payments of Vendors
- Assisting the Auditors in Respect of Auditing Purpose
- Independently Handling Payments of Stamp Duty, Service Tax and TDS Payment
- Independently Handling Bank Reconciliation of Software V/s Bank Statement
- Handling Payment of Staff and Maintaining Tracks
- Independently Handling the Preparation and Release of Fixed Deposits
- Independently Handling the Preparation of Performance Reports of Clients
- Independently Handling the Payout and Payin activity.
- Independently Handling the Records Maintaining of Legal Activity
- Co Ordination with Clients for the Balance Reversal Purpose.

Audit Executive - Account Department

SPANCO SERVICES LIMITED - February 2011 to January 2012

Independently conduct audit assignments, finalize and issue reports in selected/critical areas.

- Co-ordinate with seniors in preparation of audit reports.
- Assist Audit Manager in identifying new audit areas and developing rating scale and improve processes and systems
- Verification Payroll (4200 employees) end to end process includes New Joinees, Attendance, Various types of allowance and statutory deduction,
- Verification and keeping the track against their credit Period and ➤ Co-ordination with Team for Salary Audit i.e. (Analysis the Login Compliances)
- Taking Quarterly Physical Stock & Preparing Stock Sheet,
- Maintaining and recorded petty cash expenses,
- Assisting in preparing Monthly Overhead Sheet,
- Well Conversant with V Look up, Pivot Table.
- Verifying the F&F Files of Employees with Inputs received from HR.
- Maintaining Bill Summary on Monthly Basis (Bills received from Admin, HR & Various Dept)

EDUCATION

B.COM

University of Mumbai - Mumbai, Maharashtra
March 2010

H.S.C

University of Mumbai - Mumbai, Maharashtra
March 2007

ICSI

MS

St Angelos Institute

Industrial Accountant

ICA institute

ADDITIONAL INFORMATION

Technical Skills:

- Applications Microsoft Word, Excel & Power Point
- Accounting Package Tally ERP 9, Oracle, SAP