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| **overview** | | | | |
| Accounting professional with 6+ years extensive experience applying financial and managerial accounting practices, and managing multiple projects and consistently meeting deadlines under pressure.Extensive knowledge of accounting software and processes.And having knowledge International Financial Reporting.A highly motivated Credit, A/R, A/P and Collections professional with a verifiable record of accomplishment spanning 6 years. Highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include: | | | | |
| * Accounts Payable and Receivable * Analytical reasoning, Knowledge of IFRS * Organizational Skills, Computer Literacy * Work as Team Player, Cost and tax accounting * Understand foreign tax reporting and invoices | | * Excellent Communication Skills, Time Management Skills * Research Abilities, Cash flow reporting generations * Accounting system Assessment * Accounts reconciliation, Compliance testing knowledge * Ad hoc orders | | |
| PROFESSIONAL EXPERIENCE | | | | |
|  | Accountant, December 2012 - Present ***Hawa Engineers Ltd, Ahmadabad, India***  One of the best quality producers of Valves and Automation products in India and distributes in many countries with well know client such as IOCL, L&T, Tata Steel, Defense, Bhel Ltd.   * Preparing financial reports, including reports on relevant accounting standards, preparing budget cost of production, disclosures and risk factors, and cost and asset management. Profitability analysis and preparing end-of-month accounts, including: balance sheet and bank reconciliations, maintenance of fixed-asset ledgers, cash flow statements and analysis of profit & loss statement * Creating financial statements, key detailing all the accounts and data, processing payroll every month * Providing assistance to treasury director.Providing advice on taxation, financial legislation and business development strategies, Managing and mentoring junior accountants, preparation of financial reports and income tax, vat returns. Analyzing KPI’s to create strategies for business development * Prepared Business Activity Statements (BAS), Gained experience in basic consolidation. Completed general ledger journals, entries and reconciliations. Assisted with annual audit processes, including gathering supporting audit evidence and responding to auditor queries | | |  |
| **Accountant Feb 2010 To Sep 2012**  **G-star Australia Pty Ltd, New South Wales, Australia**   |  | | --- | | A well know premium luxury brand for western outfits and denims worldwide. |  * All accounts to reconcile and report direct to Finance Accountant and reporting all give task before due time, Full charge processing of all accounts receivable and payable. Maintained confidential information, such as pay rates, bonus targets and pay grades.   Submit online BAS (Business use an activity statement) to report and pay number of tax Obligations, including GST, Pay As You Go (PAYG) installments, PAYG withholding and. Fringe benefits tax. Activity statements are also used by individual need to pay quarterly   * Process all entries of payments, invoices and receipts. Calling and emailing client for about overdue payments and settlement * Executed accounts receivable reporting enhancements and reconciliation procedures as well as managing accounting operations, accounting close, account reporting and reconciliations. Evaluated accounting requirements during discovery meetings with potential clients Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software * Reviewed accountants book entries to ensure accuracy of the G/L Worked with management to document and offset unusual expense variances in their respective areas, Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget * Manage all petty cash and office supply expense accounts, Reconcile bank balances; record general ledger entries   Establish customer credit lines and set up credit accounts with vendors  **Assistant Accountant March 2009 To Jan 2010**  ***Python Technologies Pty Ltd, Bellmore, NSW, Australia***  Python provides all soft solution for business, marketing and also system networking in Sydney   * Report all given and complete task and queries to Account manager. Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines * Coordinated team activities to meet objectives within time constraints. Using MYOB software for creditors invoices, Contractors database- company developed software for entering and reconciling temp staff * Prepared monthly accruals and journals, Reconciliation of temp staff on every Friday. Posting fixed asset invoices and entering it. Maintaining Petty cash account and reconciling it every Tuesday * Entering creditors invoice and Processed invoices per month for a large-scale organization, Reduced time and costs and increased efficiency by introducing new accounting procedures * Invoice handling (Maintaining batch header in excel, taking approval, coding, sending back to AP for payment) * E-Procurement (Vendor maintenance and purchase order amendments). Verified details of transactions, including funds received and total account balances * Coded the general ledger and processed vendor invoice payments. Revamped accounting quality system to prepare for important audits. Opened and assigned new client accounts. Conducted month-end balance sheet reviews and reconciled any variances. Researched and resolved billing and invoice problems.   **Accounting Intern Feb 2008 to Jan 2009**  ***Stockdale Print Staff, Hartsville, New South Wales***  Stockdale recruitment specialized for print industry workers, operators, engineers, designers.  I was joined while studying for part time Monday to Friday   * Computed figures to determine balance, differences, adjustments, totals, using office machines * Responsible for GL accounts processing using MYOB. Maintained variety of records and reports by reviewing, entering, or adjusting information. Compared data in documents to verify accuracy, Gathered and arranged data or information by extracting from source documents and arranging in prescribed format * Maintained accounting records by record keeping, adjusting, reconciling, posting, computing and balancing figures to assure accurate record keeping. Prepared journal entries for manual and automated systems,prepared batch- entry forms using established procedures. * Handled money transactions such as collecting and disbursing monies and other negotiable items. * Answer telephone inquiries regarding all aspects of payroll, insurance, tax shelters, and other benefits   Prepare payroll deductions, compute payroll adjustments and reconcile insurance and account  **Business Coordinator 2003-2007**  **Sohel Automobiles and LG Auto Parts, Ahmedabad India.**  This are my family company where I worked and help to family business while my graduation and until I went to Australia.  It is distribution and trading business of Lubricants and Auto spares parts.  The companies is authorized distributors and dealers of top leading automotive companies such as Castrol, Indian Oil(servo), HPCL, Pidilite Industries, Mahle filters, Amaron Batteries, Millard filters, Monroe Suspension Pats and other Trading of Clutch and Brake Parts for Asian and some European cars.  My duties and achievements involves to use cash registers when required any cash / eftpos retail sales   * Making claims for damaged goods and cost of other marketing events/activities use for promotions online or as per companies’ guidelines, terms and rules. * Detailing daily sales reports and creditors/ debtors out standings statements * Assisted accountant to Processed accounts receivables and payables using Tally ERP, maintain petty cash * Creating different strategies and attractive schemes for retailers to increase sales volumes and also giving attractive cost cutting offer accepting cash payments terms instead of credit * Reduced annual credit days ratios from 30days to 17days * Visit clients stores for orders once in a week different areas each week * Met Indian cricket team bowler Mr. Zaheer Khan brand ambassador for HP Racer4 in terms of achieved sales target * Deposits collection at bank and post PDC cheques to the companies   **Accomplishments:**   * Noticed a weakness in a client’s wire transfer controls that made a significant theft of funds possible. Recommended a change that was adopted immediately at Hawa Engineers Ltd. * Initiated an income and expense flux analysis for the first working day of the month that provides for early identification and correction of posting errors. Efforts contributed to accelerating the month-end close to the tenth calendar day of every month at Hawa Engineers Ltd. * Assigned to work with Purchasing as their single point of contact with Accounting. Automated preparation of three “shadow system” reports that had previously required 10 hours of staff time per week at G Star. * Appreciated at work for proficiency in using PeopleSoft and the company’s comparative finance information system at Python Technologies. * Proved to be one of the top intern who submitted ever due report before time at Stockdale Print staff. * Became the most trusted advisor of the finance director while working at Hawa Engineers Ltd.  |  |  |  | | --- | --- | --- | | **education:** | | | |  | Master of Commerce and Professional Accounting - 2010 | (partly completed) | |  | **University of Ballarat, Victoria, Australia**  Area of study: Corporate accounting, Financial Accounting, Managerial and cost accounting, Economics, Financial Management, Organization behavior and structure, Business statistics, Australian Corporate law, taxation and Auditing  Eligible to enroll for CPA.  **Bachelor of Commerce 2007 completed**  ***University of Gujarat, India***  Area of Study: Major in Advanced Accounting and Auditing  **Computer Skills:**   * Windows and Mac Literate * Microsoft Word, Access, SQL ,Microsoft Excel, Easy Spread II, * Peachtree Accounting, MYOB, SAP (Accounting Module), MYOB, Sage 300 ERP ACCPAC, PeopleSoft ERP, Tally ERP 9 | |  * **I do have recommendation/ work experience letter from my employers as well as my pay slips. To support my authenticity of my work history.** | | | |
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