**Resume**

**VIJAY**

[**VIJAY.337861@2freemail.com**](mailto:VIJAY.337861@2freemail.com)

**Career Summary:**

**5.6 years of work experience in an Accounts department.**

I am a hard-working, committed account officer and looking for a long-term opportunity with a growing company with in the business community. I wish to utilize my education, professional experience and management skills in a way that would be advantageous to both my employer and myself.

**Objective:**

I am a self-starter and a quick learner with a positive mental attitude, who has the ability to adapt to change and perform under pressure.

Possess excellent knowledge and substantial experience in account and finance and, client credit control. Excellent communication skills and a pleasing personality and ability to handle team.

**Strengths**

* Thorough knowledge of the account and finance software.
* Solid experience of all types Tally software.
* Remarkable ability to work under pressure and to effectively manage and motivate a team.
* Excellent organizational skills.
* Great team player with great innovation and energy and desire to drive others.
* In-depth computer skill with strong ability to apply account software system.

**Educational Qualifications:**

* Master of Business Administration in Finance & Accounts from **SIKKIM MANIPAL** **UNIVERSITY, PUNE (2013)**
* Bachelor of Degree in Commerce from **MAHARAJA GANGA SINGH UNIVERSITY, BIKANER RAJASTHAN (2010)**

**Career Profile:**

**A) Bikaner Sehkari Upbhokta Wholesale Bhandar Ltd.**

Period: 01ST April 2015 to till date as **Sr. Accountant**

**Fraternity in Retail and Wholesale in Government Department.**

**B) NITI DISTRIBUTORS PVT. LTD. RWANDA (SOUTH AFRICA)**

Period: 01ST September 2013 to 31st December 2014 as an **Accountant.**

**Fraternity in IT Hardware and Export & Import.**

**C) RITCO TRAVELS & TOURS PVT. LTD. (TCI & GATI GROUP) PUNE (INDIA)**

Period: 01ST March 2011 to 24th August 2013 as an **Accountant.**

**Fraternity in Travel & Hospitality**

**Responsibilities:**

* Prepared vouchers, invoices, cheques, account statement, account receivable and payable entries.
* Prepare salary sheet with attendance, PF, PT and Advance-Deduction.
* Prepare asset, liability and capital account entries by compiling and analyzing and account information.
* Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement in compliance with national tax, MIS and other reports and Prepare month-end consolidation.
* Processed voucher copies according to appropriation and maintained monthly reports.
* Prepared financial statements, journal entries, month-end close and collection vouchers.
* Monthly bank reconciliations including follow up and correction of outstanding items
* Knowledge of local, state and federal laws regarding accounting, finances and taxation.
* Monitor and resolve bank issues including fee anomalies and check differences
* Reconciliation Bank, cash statement and Inter-Branch ledgers.
* Updated records of tax information and filled-up the tax return files.
* Assisted other team members of accounting department when required.
* Assisted and reviewed various accounts, corrected any errors.
* Measured all financial operations including financial statements, expenses and requests.
* Meet with clients on a regular basis to discuss processes, accounts and financial statements.
* Deal with all technical client issues.
* Investigate and reconcile discrepancies when they occur.
* Comply with policies, procedures and standards at all times.
* Handled to petty cash.
* Forex Currency reconciliation

**Achievements:**

* Managed the an accounts of our largest domestic/international clients

**Other Assignments:**

* Know very well Tally Version 9.0 complete training.
* Easy Link and Focus Account Software

**Skill:**

**Category Name**

Computer Ms Office

**Passport Details:**

Valid 30/06/2010 to 29/06/2020

I hereby declare that the above mentioned information is true to best of my knowledge and belief.

Yours Truly,