 **Brijrajsinh**

**MBA, CA Finalist, B.COM**

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**CAREER OBJECTIVE**

* To secure a respectable position in an organization which lends a helping hand in enhancing my skills and to serve the organization to the best possible extent with my strong dedication, motivation and accounting qualification obtained through academic education.
* To grow with the Company and eventually prove to be an individual asset for the company.

**SYNOPSIS**

* A Self motivated person with over 3 years of work experience as an article assistant in the field of Taxation, Accounting and Audit and 1 year of work experience post Master’s Qualification as Store Manger with one of the World’s largest Telecommunication Company.
* Capable of managing accounting activities including preparation of books of Accounts, Balance Sheet, P&L Account and reconciliation statements leading to finalization of accounts.
* Ability to work in dynamic environment and under pressure situation.
* A self motivated team leader and team player with analytical mind and ability to think clearly and logically.

**Core Competencies**

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| --- | --- | --- |
| * Accounts Finalization | * Budgeting & Forecasting | * Pricing & Analysis |
| * Analytical skill | * Variance Analysis | * Financial Reporting |
| * Business Management | * Business Development | * Team Work |

**Academics**

2016 Master’s Business Administration from Gujarat Technological University with 79 %

2013 B.Com from Saurashtra University with 60 %

2010 XII from Gujarat Board with 70 %

2008 X from Gujarat Board with 75 %

**Accolades/Stand Outs**

Stood 2nd in the center in CA IPCC examination

**Certification**

August 2012 Tally ERP 9 from Balbhavan Institute with A+ grade

October 2015 Mutual Fund Market from National Stock Exchange with 86%

December 2015 Commercial Banking from National Stock Exchange with 82%

February 2016 Financial Market from National Stock Exchange with 78%

**Work Experience**

* **Organization : Vodafone Essar Ltd.**

**Designation : Store Manager cum Accountant**

**Period : January 2016 to December 2016**

* Handling entire operations of the store ranging from enhancing the Sales of the company, Customer Service, Recruiting Staff, Addressing customer’s Grievance, Ensuring compliance with Laws, etc.
* Drafting various reports and agreements with High Revenue generating customer groups.
* Preparing Cost sheet, Comparative analysis with past month, Growth analysis in each KPI for the organization, HSW data for the employees of store, Return on Asset calculations, etc.
* **Organization : Kalaria and Sampat Associates**

**Designation : Accountant and Business Development**

**Period : February 2011 to June 2014**

* Prepared and presented financial statements, consolidation, MIS report, Budgets, Cash flow, Fund flow & break even analysis.
* Review of business contracts with profitability and financial success in mind.
* Assignments covering areas such as Purchases, Stores, Procurement, Production Planning, Sales & Marketing, etc.
* Verification of different HR related issues such as attendance & leave polices regularization process, data analysis, etc.
* Analysis of debtors & creditors: Ageing, Recovery Period, Balance Confirmation Procedures & legal cases.
* Filed Tax returns and handled legal procedure for handling Tax scrutiny.

Assisted in the statutory/Tax/Internal audit of listed and private limited companies as follows:

1. **Ceramic Industry :**

* Crown ceramic Pvt. Ltd. (Morbi Division) – Internal and Tax Audit
* Bajrang Ceramic Pvt. Ltd. (Morbi Division) – Tax Audit

1. **Bank Industry :**

* Bank Of Baroda ( Bus Stand Division Rajkot) – Statutory Audit
* Angel Broking Ltd – Internal and Tax audit

**IT Forte**

* Proficient in MS-Office (Word, Excel & Power Point)
* Worked with ERP Accounting packages like SAP (basic knowledge) & Certified with Tally ERP software.
* Completed Information Technology Training with Institute of Chartered Account of India.

**Personal Dossier**

**Date of Birth** : 26th July, 1992

**Language Known**  : English, Hindi & Gujarati

**Marital Status** : Single

**Nationality** : Indian

**Hobbies**  : Cricket, Table Tennis, Reading Books, Listening to Songs