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**YASH**

[**YASH.373346@2freemail.com**](mailto:YASH.373346@2freemail.com)

**SUMMARY**

Looking for an entry level position as an accounting assistant to contribute to the company's growth with my interpersonal skills and subject knowledge

**KEY RESPONSIBILITIES HANDLED**

* Offering **1+ year of** experience with proven expertise in streamlining the Accounting domain with focus on authenticity and accuracy, currently spearheading as **Accounting Assistant.**
* Demonstrated expertise in mobilizing and managing Accounts Receivable & Payables, Income Tax, Service Tax, & Book Keeping
* Expert in handling and managing various accounting activities viz. bank reconciliation, Finalization of accounts, Trial Balance, Profit & Loss Account and Balance sheet
* Technically proficient with MS Office and other Accounting software packages needed for accounting like **Tally ERP 9, Profit NX** with excellent capabilities to adapt and learn new technologies, ensuring continuous skill enhancement

**CORE COMPETENCIES**

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| Financial statement and Operation Analysis | Finalization |
| General Ledger &Accounting | Bills Receivable and Payable |

**WORK EXPERIENCE**

**Organization:** **Accounting Assistant (A. R. SULAKHE & CO.)**

**Period: July 2016 - July 2017**

**Role**

* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Verification of bills & reconciliation of total turnover.
* Maintain cash transaction & petty cash book, preparing cash.
* Day to day cash & bank transactions.
* Monitoring stock inside the store and in the warehouse
* Physically counting inventory and updating information on the computer
* Ability to work ineffectively in stores and warehouses
* Doing Stock Audit of Various Clients
* Preparing outstanding list of Debtor & making Payment follow-up
* Sales & Purchase total reconciliation of accounts calculating VAT.
* Reconciliation of Bank Statement at the end of month.
* Maintain salary register in MS-Excel.
* Performed Inspection and Audits for Companies, Partnership Firms and Proprietary Concern.
* Maintain Balance sheet & profit & Loss.
* VAT /Income Tax return filling in coordination with Seniors

**Organization: Junior Accountant (Adeshwar Group)**

**Period: Jan 2016 - June 2016**

**Role**

* Managed overall accounting functions including preparation of vouchers and error-free entries in Profit NX, Daily Cash & Bank Book, Bank Reconciliation and follow-up with Debtors and timely payments to Creditors
* Handling cheque deposits and prepared bank reconciliation statements on periodical basis and assisted in finalization of accounts
* Issue purchase orders and handle vendor payments to ensure smooth functioning of procurement process.
* Issue Sales or Service bills to customers on regular basis and follow up for payments to monitor regular inflow of funds in business.

**ACADEMIC QUALIFICATION**

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| **Courses** | **Institute/University** | **Passing Year** |
| B.Com | Gujarat University | 2015 |
| H.S.C | G.S.H.S.E.B | 2012 |
| S.S.C. | G.S.E.B | 2010 |

**IT FORTE**

* Proficient in MS-Office (Word, Excel& Power point)
* Working knowledge of Tally ERP 9,Profit NX

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**EXTRA CURRICULAR ACTIVITIES**

* Awarded Trophy from Late MP Girdhari Lal Bhargav in the 12th Board Exams for securing highest marks in statistics in school.
* I have won 7 awards overall in inter-school Cricket tournament and Football tournament (District level) in class 11th and 12th.
* Represented School Team in Cricket and Football at district level
* Active participation in various socio-cultural events such as Dance, Art as well as Plays at School.

**PERSONAL DETAILS**

**Date of Birth :**November 22, 1995

**Languages Known :** English, Hindi, and Gujarati

**Visa Status :** Visit Visa