`

**Piyush Bhatia**

Email id: [piyush\_386152@2freemail.com](mailto:piyush_386152@2freemail.com)

**OBJECTIVE**



To work with an organization of repute that will give me scope to enhance my existing knowledge and skills in accordance and work dynamically towards the growth of the organization and gain satisfaction and recognition thereof.

**SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| ▪ Excellent communication (Written & Verbal) | | ▪ Analytical thinking & research | |
| ▪ | Leadership | ▪ | CRM handling |
| ▪ Planning & strategic thinking | | ▪ | Negotiation skills |
| ▪ | Team work or collaborative work | ▪ | Time management |

**EDUCATION**



**2014: BACHELOR OF COMMERCE**

Aroma College of Commerce- Ahmedabad, Gujarat

Achieved ‘2nd’ class with 61%.

**2011: H .S .C (GSEB BOARD)**

Aroma High School- Ahmedabad, Gujarat

Achieved ‘3rd’ class 53%.

**2009: S. S .C (GSEB BOARD)**

Aroma High School- Ahmedabad, Gujarat

Achieved ‘1st’ class with 65.2%.

**WORK HISTORY**



**Tenure**: September 2014 till present

**Designation:** Accounts & Administration Officer

**About Organization:**

Rounak Computer LLC is Gold Partner of Microsoft Cloud Business like Microsoft’s Azure and Office 365 (Business-class email, Online meeting, Private Social networking and collaboration, Simplifies IT Management and Online document storage and file sharing) and Rounak Computers is one of the major reseller of the IT Leader such as HP, Dell & Lenovo. Provides Service and Solutions to core industries like Banking, Financial, Automotive, Health care, educational and private Sectors.

**Job Responsibilities: Accounts, Admin Officer & Procurement**

* Posting of invoices, receipts, payments & day to day transactions to appropriate general ledger accounts.
* Review all invoices for appropriate documentation and approval prior to payment.
* Process 3-way P.O. delivery receipts & matching invoices.
* Prioritizing invoices according to the payment terms, process cheque requests.

`

* Reconcile vendor statements, research and correct discrepancies.
* Maintaining petty cash.
* Monitored payments due from clients and promptly contacted clients for overdue payments.
* Weekly reporting of invoicing totals/aging totals/cash receipts/invoice adjustments.
* Dealing with the preparation and submission of VAT returns periodically.
* Providing accounting and clerical support to an Auditor.
* Running successful day to day operations, maintaining payrolls, insurance, ledgers & reconciliations.
* Communicated with sales team related to orders received.
* Monitored partner/ distributors prices to obtain best available pricing.
* Prepared purchase orders, and suggested course of action for procurement of requisitions for materials and services.
* Negotiated with suppliers to have the best deal and established good relationship to build trust with suppliers.
* Communicated effectively with Suppliers on product costing, payment terms & shipping dates.
* Maintained computerized records of purchase orders, credit terms & billing information.
* Effectively communicated with buyers, vendors, and supply chain personnel to resolve backorders and delays.
* Researched competitor pricing and made adjustments when necessary to ensure profit maximization of company.
* Verified all invoices to purchase order while making the payment.
* Managing Complaint’s team for manpower correspondence process.

**Job Responsibilities: Key Accounts Officer**

* Single point of contact for corporate clients & Partners.
* Delivery of superior customer service through timely resolution of email complaints.
* To evaluate and document partnership, ensuring all activity is recorded accurately in Database.
* To assist with the preparation of contractual agreements and ensure that these are fully adhered to.
* To ensure account meets its income targets.
* Reconciliation of payments.
* To ensure that all income is efficiently recorded in the organizational database.

**Job Responsibilities: Team Lead Operations**

* Conducting team huddles on daily basis and cascading latest updates to the team for smooth operations.
* Providing floor support to the entire Sales and support team.
* Leading calibration calls and discussing process related queries and providing process improvement ideas.
* Preparing daily performance report of the team and achieving team’s SLA month on month.
* Managing team member’s leaves and preparing shift rosters.
* Manage team resources to ensure efficient and profitable delivery of services.
* Ensure the agreed deadlines and timescales are met on every project.
* Forward plan team resources to identify peaks and troughs in requirements; working with other Team Leaders to meet the SLA of those peaks and troughs through sharing of work and resources across the group.

**Organization**: Dhaval Enterprise

**Tenure**: November 2012 to August 2014

**Designation:** Inside Sales Representative

**About Organization:**

Dhaval Enterprise provides sales & services of electronics and air conditioning products like TVs, ACs, Refrigerators & washing machines covering brands like Panasonic, LG, Daikin, IFB and Carrier to various regions includes dealers & retail customers.

`

**Job Responsibilities: Accountant**

* Posted receipts & payments to appropriate general ledger accounts.
* Verified details of transactions, including funds received and total account balances.
* Maintaining petty cash and posting entries into accounting software.
* Generating weekly and monthly accounting reports from Tally.
* Bank receipts and payments, Cash receipts & payments, Debit notes & Credit notes, Journal entries for provisions.
* Day to day online transactions and bank deposits.
* Monitoring and follow up of pending payments on weekly basis.
* Coordinating with the customers and vendors for sales and accounts related issues.
* Single point contact for pre-sales and service related queries.
* Stocktaking on weekly basis.
* Managed and maintained account base of dealers and vendors.

**Job Responsibilities: Inside Sales Representative**

* Listening to customers requirement and presenting appropriately to make sale.
* Anticipate questions that may be asked during phone calls and prepare for them by employing effective answering techniques.
* Gathering market and customer information.
* Negotiate prices terms of sales and service agreements.
* Maintaining up to date knowledge of industry practice & products.

**LANGUAGES KNOWN**



▪ English

▪ Hindi

▪ Gujarati

▪ Sindhi

**COMPUTER EXPOSURE**



* Tally ERP 9.0
* T-MATS Accounting Software
* C, C++, Java, HTML
* MS Office (Word, Excel, PowerPoint, Outlook)

**PERSONAL DOSSIER**



* Nationality: Indian
* Date of Birth: 10th November 1993
* Visa status: Employment (Expires in December 2018)