Vipul

**CURRICULUM VITAE**

B.Com. &Appeared forInter ICWAI. with total experience of more than Ten years in the field of Accounting, Finalisation of Accounts, Costing, Finance, Audit and Taxation for various business sectors viz., Construction , Trading, Transport, Hospitability and Manufacturing Plants.

**Presently Working as Senior Accountant in DIP 2**  from 11th Aug 2017 to 31st Aug 2019.

**Job Profile :**

**ACCOUNTS:**

**This company is a Water Bottling Plant of Drinking Water.**

Job profile:

1. Preparation & maintaining proper books of accounts till Balance sheet in ERP 9
2. Filing Returns of VAT on Quarterly basis.
3. Outstanding Payable & Receivable on procurement to payment basis, BankReconciliation.
4. Maintaining Records of Daily stock register.
5. Meeting / discussion / submitting data to Chartered Accountant.
6. Assisting in Budgeting, Costing .Any other works relating to Accounts of organization
7. Working Knowledge of VAT.
8. Calculation of Depreciation on Fixed Assets.
9. Preparation of Monthly Closing of Profit & Loss and Balance Sheet of a Company

**PURCHASE:**

1. Negotiating price and terms of products with suppliers.
2. Preparing & processing requisitions, purchase orders & invoices for purchases.
3. Making recommendations & advising senior management on all purchasing issues.
4. Maintaining records of supplier contracts, agreements, goods ordered received.

**ADMINISTRATION:**

1. Maintaining proper records of employees, attendance register, salary & wages register & other register
2. Calculation of Overtime & Salary & Making payment through WPS.

Vipul

* Worked as“Accounts Officer” with Finolex Cables Ltd.,Usgaon, Ponda-Goa.
* Worked as“AccountsAssistant” with Faber Castle Ltd., U, Corlim-Goa.
* Worked as **“Audit Assistant”** with **Y. N. Upadhyaya & Co. Chartered Accountants**, F-12, Sousa Towers, Opp. Municipal Garden, Panaji, Goa.

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| **EDUCATIONAL QUALIFICATIION :** | Appeared for ICWAI (Inter) – Institute of Cost & Works Accountants of India. B.Com. – Goa University 2006.  |
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| **Date of Birth :** | 18 Dec 1984 |
| **Languages****(Speak / Read / Write)** | English , Hindi , Marathi , Konkani |

**Personal Contact** : vipul-394225@2freemail.com

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**I hereby declare that the above given information is true & valid up to my knowledge.**

**Sign**

**Date:**

**Place:**