

PRAJPATI JAYDIPKUMAR NATVARLAL
MBA FINANCE, INDIA

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Objective:

To work in a competitive and challenging work environment to contribute to best of my ability and hard labor towards the growth and prosperity of the company, and to fully utilize my interpersonal and technical skills to purpose a challenging and rewarding career.

Profile:

- 14+ years of experience in Accounts & Finance in India.
- Ability to work in audit, accounts and finance departments.
- Good communication skills in English, Hindi and Gujarati.
- Well versed in Computerized Accounting Environment like Tally Erp 9, MS Office, E-mailing etc.
- Proficient in Accounts Finance and functions.
- Details-oriented, efficient & organized professional with an extensive experience in Accounting Systems.
- Process strong Analytical & Problem Solving skills, with an ability to make thought out Decisions.
- Resourceful in completing projects and efficient in multi-tasking.
- Have the ability to quickly identify problems as well as appropriate solutions.
- Energetic and self-motivated with a high degree of cultural sensitivity.
- Can work under pressure and meet deadlines.

Employment History:

Chief Accountant and Finance Manager, M/s Gunjan Paints Limited (from 2011 to till)

Accounts Officer, M/s Shree Rang Glass Pvt Ltd (from 2006 to 2011)

Accountant, M/s Sandip Patel & Associates (from 2005 to 2006)

Asst. Accountant, M/s Bhavik Publication Pvt Ltd (from 2003 to 2005)

Duties & Responsibilities:

- Assistance and Coordination with the financial activities with Director.
- Liaison with the financial Institutions regarding the project Financing and the running finance activities of the company.
- Preparation of P & L and Balance Sheet and the Analysis of the monthly income Summary and P&L account and presenting the same to the management.
- Incorporation of new Leases with the leasing companies and Banks.
- Dealing with Banks in respect of Pledges, Letter of Credit, Release of Raw Materials and other daily transaction.
- Preparing and Posting of Accruals and Journal Vouchers in Accounts.
- Preparing of monthly TDS data and file quarterly returns.
- Prepare Monthly, Quarterly and annually reports.
- Documentation & Finalization of Letter of Credit (L/c).
- Assuring the Smooth Operation of all books of accounts.
- Maintaining the Receivables/Payables of the Company's and follow-ups reports, assist in the Bank Reconciliation related to the accounts department on Daily & Monthly.
- Assist in the Daily Deposits/Collection and payments of the company's accounts.

- Reconciliation of Ledger with Dealers and Parties.
- Preparing Statement of Current Affairs on Daily Basis.
- Overseeing the overall Accounts of the Company.
- Supervision of Sales & Purchase Invoices. Deal with raw material purchase and maintain inventory records.
- Preparation of Quantitative records Sales and Purchase and its reconciliation.
- Deal with marketing department for Payment Collection.
- Manage payroll with Automated Payroll function.
- Maintain Daily Cashbook, record of Tax, Social Security etc.
- Prepared monthly confidential Sales reports for presentation of management.
- Monitoring the new hires and trains them to fit for the job. Conducting refresher training for the tenured associates.
- Collection and cleaning of cheque of other department and transfer the funds.
- Preparation and clearance of other banker cheques and collection local outward bills.
- Issuance of bank certificate and statement and handling of foreign remittance.
- Assess internal controls and prepare reports for the controllers department.
- Help create company budgets and complete review of tax returns.

Educational Achievements:

Academic:-

2015 MBA Finance

RugvedInstitute of Management Studies for Distance Learning – Ahmedabad, Gujarat, India.

2003 Bachelor of Commerce

Gujarat University – Ahmedabad, Gujarat, India.

Professional:-

2015 MBA Software Management

Rugved Institute of Management Studies for Distance Learning – Ahmedabad, Gujarat, India.

2003 Tally Software & MS Office

Discovery Computer Centre – Patan, Gujarat, India.

2000 Diploma in Computer Office

Star-Plus Computer Classes – Ahmedabad, Gujarat, India.

Personal Data:

Date of Birth : 25th Jul, 1983
 Passport Number : R0039633
 Marital Status : Married
 Languages Known : Gujarati, Hindi & English
 Nationality : Indian
 Religion : Hindu
 Availability to Join : After 1 Months
 Salary Expectation : Negotiable

Declaration:

The above furnished details are true and upto my belief.