

CURRICULAM-VITALE

NAYI ANANDKUMAR V

A-501 OM RESIDENCY .148 LIG FLATS
NEAR GAJANAND PARK, GOTRI
VADODARA-390021

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CAREER OBJECTIVE

To secure a position whereby I can apply Acquired knowledge and skill, working in a team environment, there by continuously growing and contributing to the main objective of the organization while being resourceful, innovative & flexible.

ACADEMIC DETAILS:-

- ❖ **M.COM** From **HNGU (PATAN) ,Gujarat ,completed in 2014**
- ❖ **B.Com** From **HNGU (PATAN), Completed** in the year **2012.**
- ❖ **H.S.C** From Gujarat Higher Secondary Education Board (**GHSEB**) in the Year **2009**
- ❖ **Intermediate** from Gujarat Secondary Education Board (**GSEB**) in the year **2007**

OTHER ACADEMIC DETAILS:-

- ❖ **Accounting Packages:- Tally ERP 9.0,**
- ❖ **Basic Knowledge of Computers & Internet.**
- ❖ **Certificate Import & Export (IIEM)**

STRENGTHS & ABILITIES:-

- ❖ **Ability to communicate with people.**
- ❖ **Quick learner and work with sincerity & ability**

EXPERIENCE DETAILS:-



AMBICA CRUHSTECH PVT LTD -As Account Assistant (May -2013 to Nov 2018)

- Leading manufacturer of feeding, screening & crushing equipment's Since its creation in 1992, Ambica Crushtech pvt. Ltd. Has been committed to designing, manufacturing & providing high quality equipment's to construction, mining & processing industries.

Responsibility:

- Make quotation, Invoices & Accounts related entries in Tally
- Day to day handling mails of the company.
- Date regarding form "C ", like Issuing & Receivable & File Management.
- Payment Follow up
- Financial Reporting
- Handle daily petty cash
- Enter & Prepare Invoice In Tally ERP 9
- Follow- Up phone call on past due invoices.
- Analyze data well and Proper reporting to management
- Reviewing documents for accuracy
- To Maintain the Company GST data preparation, Professional Tax, , TDS-TCS.PF,ESIC
- Maintaining of cash & Bank.
- Reconcile bank statement.
- Maintain Collection data on daily Or Weekly basis.
- Monthly Payment Follow Up
- Make payment to supplier.
- Accounts Reconciliation.
- To Maintain Books Of Accounting Like Sales Register ,Purchase Register Bank Book Also.
- Outstanding Reminders Send To Customers
- Statutory formalities of the PF and ESIC.
- PF withdrawal Procedure of the Employee
- Prepare required documents for the auditors & solve the queries of auditors & customers.
- Issue bank guarantees For Supplier.
- Handling Export Documentation Bond / CT-1/ H FORM Etc.
- Renewal CT-1 bond / bank CC Account
- Make Preparation data TDS/TCS
- Monthly Stock update to bank
- New bank Account open ,make government bill payment, telephone bill payment
- Make ESIC-PF payment
- Make Salary Sheet As Per factory law
- Maintain All Employee Attendance records.

- Make Monthly Budget
- Verification All Purchase bill As per Po order
- Quarterly internal Audit (Sales ,Purchase,Journal.BRS,GST,TDS-TCS
- Take E BRC From bank (when Export)
- Record of visitor consultant
- Taken E way Bill

Karnataka Agro Chemical Pvt Ltd (Jan 2019 to til date)

It is one of the leading manufacturers, marketers and exporters of Micro Nutrients, Organic Manure, Bio-Fertilizers, Bio-Pesticides, and Bio-activators in India. It is an ISO 9001 and ISO 14001 certified company and known for their quality standards. Both Bio-Fertilizers and Bio-Pesticides are certified by IMO Switzerland for use in organic farming.

Responsibility:-

I have working here Making Sales Invoice, Expense Book ,Customer Payment follup,BRS, Weekly Expense Book Of Sales Executive (ON SAP – Trainee)

DECLARATION

I hereby declare that above information given by me are correct as per best of My Knowledge and I hope for a positive response from you side.

Notice Period: 1 Month
Current CTC: 300000

Place: - Vadodara
Date:

(ANAND NAYI)

