

# VAIBHAV P JOSHI

Email: [vaibhavjoshi1110@gmail.com](mailto:vaibhavjoshi1110@gmail.com) Phone: +91 9028 9194 45

Address: E-604 Marigold, Safal Parisar road, Near Sobo Center, South Bopal, Ahmadabad

---

**Profile Summary:** Experienced Senior Accountant & Financial analysis for more than 12years with almost 6 years UAE experience.  
Managing account reconciliations, debt of clients, generate budgets and forecast on quarterly basis and day to day Cash Management, GST Management, Operation Management.

---

**Experience Summary:** *Origin Formulation Pvt Ltd*  
*Denzai Innovations & Therapeutics* *JAN-2018 – Present*  
*Assistance Manager (Accounts & Finance) (Ahmadabad)*

- Monthly management accounts preparation
- Production of profit and loss
- To complete and maintain sales invoices and reports
- Accruals & prepayments
- Preparation of the Accounts Pack for review
- Bank reconciliation, posting and balancing
- Year budget preparation
- Yearend audit analysis
- Set up new suppliers on accounting software
- Reports on debtors and creditors
- Monthly, Quarterly and Yearly GST Reconciliation, Calculating & paying the same.
- Finalization of the GST
- Finalization & Calculation of TDS

**Absol international llc, Dubai**  
**Sr. Accountant**

**April 2015 –Nov -2018**

- Manage account reconciliations, prepare Trail balance, maintain ledger by transferring to subsidiary accounts
- Verify , allocate ,post and Reconcile Accounts payable and receivable
- Prepare and record revenue and expenses ,cash collections based upon targets and cash management on daily basis
- Direct Internal and External audit to ensure compliance
- Plan assist and review staff work
- Support month end and year end close process
- Manage accounts payable & receivables and administer online banking
- Spot Errors and suggest ways to improve efficiency and spending

**Amwaj Travel LLC, Dubai (Division of Top Travel Trip, Africa)**

**Credit Controller**

**Nov 2012 – Feb 2015**

- Established new customer accounts on cash and credit basis
- Prepare and record revenue and expenses ,cash collections based upon targets and cash management on daily basis
- Monitored overdue debts and minimize DSO
- Checking customer's credit situation
- Deciding whether or not to offer the credit
- Follow up on delinquent accounts
- Dealing with internal queries about payments, ensuring customers pay on time and negotiating re-payment plans
- Assist in the setting up of the credit control system
- Ensure that debts are paid in a timely manner
- Meet cash & debtor day targets set by the Firm
- Chase overdue invoices by telephone, email & letter within agreed timescales
- Maintain accurate records of all chasing activity
- Identify and manage credit notes and write-off concerns

**State Street Syntel Pvt. Ltd, India (Pune)**

**Financial Analyst**

**Oct 2011 – Nov 2012**

- Part of analyzing results & variances; identifying trends and recommending actions.
- Assist in contractual agreements and undertaking new projects from time to time
- Maintain the research database for future analysis reports, proposals and queries
- Assist in performing data compiling, mining and psychoanalysis for assessment
- Ensure to meet the deadline on time with zero error

**Alka Laboratory Chemicals, India (Mumbai)**

**General Accountant**

**Feb 2007 – Nov 2010**

- Manage accounts payable & receivables and administer online banking
- Monthly payroll management for all staff
- Generate and forecast budgets for the financial year
- Prepare quarterly costing reports and assist in annual company reports
- Maintain and record company expenses on daily basis

---

**Software Skills:**

Tally ERP 9.0  
Tfat Accounting Software  
Bloomberg  
Microsoft Office  
PeopleSoft  
Winyatara Accounting Software  
Sap Fico

***Educational Qualification:***      **Post Graduate Diploma in Banking Operations (PGDBO)**      **2009**  
NIIT – Institute of Finance, Banking & Insurance

**Bachelor of Commerce**      **2006-2008**  
University of Mumbai  
Sr Karinder College of Arts and Commerce

**SAP**      **2017**  
Completed SAP FICO

---

***Personal Details:***      *Date of Birth:*      11/10/1987  
*Nationality:*      INDIAN  
*Visa Status:*      INDIAN  
*Passport Number:*      j2873267