



VIPUL GANDHI

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MIDDLE LEVEL ASSIGNMENTS: Finance & Accounts ✦ Auditing ✦ Taxation

A result oriented professional with experience of **over 15 years in Finance & Accounts**. Currently working with **20 Microns Ltd., Bhuj as Accountant**. Experienced in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements, **lead role for managing accounts as Incharge** and liaising with tax authorities for addressal of taxation matters, auditing & MIS.

Understanding of formulating budgets for client and implementing systems/procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhancing overall efficiency of the organisation. Experienced in ascertaining needs and goals, streamlining commercial operations and envisioning new concepts. Deft in developing MIS reports. Possess good relationship management skills with vital contribution in running of the company.

ORGANISATIONAL SCAN

Since Jun'04: 20 Microns Ltd., Bhuj as Accountant

KEY RESULT AREAS:

- Accounting Functions:** Coordinating in maintaining statutory books of accounts as well as reconciliation of financial statements in compliance with the norms. Presenting a true & fair view of the financial position of the company by way of timely preparation of MIS reports ensuring analyzing the expenditure on a monthly basis to control expenses. Analysing profit & loss account; reviewing the same to management pertaining to income & expenses flow during the month. Analysing stage wise Product cost control on daily basis & Analysing Customer wise EBIDTA on weekly basis.
- Receivable / Payable Management:** Administering advance controls for **advance payments & follow-up with purchaser**, cost centre wise consumption & analysis with average consumption. Keeping regular follow-up with bills receivables after invoicing to debtors, **conducting ageing analysis** with an aim to keep receivables under control.
- Auditing & Taxation:** Participating in complete planning & management activities for ensuring completion of internal, bank & statutory audits within time. Handling the internal audit of the companies including setting up of internal audit systems.

NOTABLE ATTAINMENTS:

- Efficiently detected cash ledger manipulation.
- Played a key role in completing fund management activities during IPO.

KNOWLEDGE PURVIEW

Accounting Entries in SAP Module:

- Import purchase posting work in SAP
- Cash Register T-Code with FBCJ.
- Bank Register T-Code with F-53 & FB50.
- Journal Voucher T-Code with F-02, F-48 & F-44.

❑ Purchase Register T-Code with:

- Create Purchase Requisition T-Code with ME51N.
- Create Purchase Order T-Code with ME21N.
- Incoming Material Goods Received Note T-Code with MIGO.
- Service Sheet Entry T-Code with ML81N.
- Vendor Invoice T-Code with MIRO.

SCHOLASTICS

2003 Bachelors in Commerce from Maharaja Sayajirao University

IT FORTE: MS Office (Word, Excel & PowerPoint), SAP(S4 HANA), Visual Trio and Internet Applications

PERSONAL SNIPPETS

Date of Birth : 3rd February, 1982
Present Address : Plot No.110, Shri Siddhi Vinayak Nagar(Govt. Colony),Street No. 7,
Pramukh Swami Nagar, Bhuj -370001
Permanent Address : “Pitru Krupa”, B-1298, Vaikunth Township, Near Ambe Vidhyalaya , Bapod Jakat Naka,
Waghodia Road, 390019, Vadodara
Linguistic Abilities : English, Gujarati & Hindi