**PARESH NAGAR**

Mobile: 09712411410 🞽 E-Mail: nparesh45@yahoo.com)

**Seeking assignments in ACCOUNTS & FINANCE MANAGEMENT/ PURCHASE & VENDOR MANAGEMENT with a growth oriented organisation**

**AN OVERVIEW**

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A result oriented professional with **over 6.25 years** ofexperience in **Accounts / Purchase & Vendor Management & Planning.**Experienced in handling Accounts operations, Cost control, Sales, Purchase & Balance stock out, Billing, purchase, vendor evaluation, Inventory Control, etc.; *ensuring Implement effective Financial policies and procedures to accomplish overall corporate objectives.* Astute professional with exposure in undertaking cost savings & process improvement projects for enhancing operational efficiency. Adroit at carrying out **Supply Chain / Logistics & Material** planning and execution, maintaining various documents for the same.Adaptable and a quick learner; possess skills to work under pressure.Team player with strong analytical & organisational abilities.

**PROFESSIONAL EXPERIENCE**

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**1) A & J Microns Pvt.Ltd-As an Accountant -20th July 2016 till date**

* Establish and maintain cash controls, Monitor cash reserves and investments.

Petty Cash reconciliation in Miracle

* Establish, maintain and reconcile the general ledger in Miracle
* Establish and maintain supplier accounts, Processes supplier invoices in Miracle
* Establish, maintain and reconcile the general ledger in Miracle
* Prepare and reconcile bank statements in Miracle
* Maintain the purchase order System, Ensure data is entered into the system
* Ensure transactions are properly recorded and entered into the computerized accounting system i.e. Miracle
* Prepare income statements
* Prepare monthly financial statements
* Assist with the annual audit
* Maintain the computerized accounting system
* Maintain financial files and records
* Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys
* Issue, code and authorize purchase orders
* Reconcile the accounts payable/receivable
* Prepare journal summaries
* Reconcile weekly deposits
* Preparation of TDS and online payment
* Preparation of Service Tax & Sales Tax & Online paymentt

**2)4 Month: Jaxx Vitrified Pvt Ltd-Morbi-As an Accountant -4th Month Experience**

* Establish and maintain cash controls, Monitor cash reserves and investments.

Petty Cash reconciliation in SAP.

* Establish, maintain and reconcile the general ledger in SAP
* Establish and maintain supplier accounts, Processes supplier invoices in SAP
* Establish, maintain and reconcile the general ledger in SAP
* Prepare and reconcile bank statements in SAP
* Maintain the purchase order System, Ensure data is entered into the system
* Ensure transactions are properly recorded and entered into the computerized accounting system i.e. SAP
* Prepare income statements
* Prepare monthly financial statements
* Assist with the annual audit
* Maintain the computerized accounting system
* Maintain financial files and records
* Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys
* Issue, code and authorize purchase orders
* Reconcile the accounts payable/receivable
* Prepare journal summaries
* Reconcile weekly deposits

**3) 2 Years: KMG Ceramics India Pvt. Ltd., Morbi, Officer – Finance & Accounts-21st Month Experience**

Duration **June**-**2014 to Feb-2016**

**Key Deliverables:**

**Accounts & Finance Management :**

* Establish and maintain cash controls, Monitor cash reserves and investments. Petty Cash reconciliation.
* Establish, maintain and reconcile the general ledger
* Prepare and reconcile bank statements
* Establish and maintain supplier accounts, Processes supplier invoices
* Establish and maintain Transporters accounts, Processes Transporter Bills
* Maintain the purchase order System, Ensure data is entered into the system
* Ensure transactions are properly recorded and entered into the computerized accounting system i.e. Tally ERP9
* Prepare income statements
* Prepare monthly financial statements
* Assist with the annual audit
* Maintain the computerized accounting system
* Maintain financial files and records
* Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys
* Issue, code and authorize purchase orders
* Reconcile the accounts payable/receivable
* Prepare journal summaries
* Reconcile weekly deposits
* Track & Reconcile of C Forms, ensure timely submission to the respective.
* Check the transit documents and ensure vehicle moved with complete documents including waybills.
* Track & submission of Waybills and permits.
* Coordinate with transporter for arrange the vehicle.
* Follow up for material dispatch from sales team and HOD
* Prepare the MIS report send the Director and HOD

***Vendor Development:***

* Assessing the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.
* Follow-up with Transporters, Forwards & Suppliers for timely submission of bills, ensuring timely payments.

**4) 2 Years : RAK Ceramics India Pvt. Ltd., Morbi, Jr. officer – Finance & Accounts-26th Month Experience**

**Duration : Apr-2012 to May-2014**

**Key Deliverables:**

**Accounts & Finance Management:**

* Establish, maintain and reconcile the general ledger
* Prepare and reconcile bank statements
* Establish and maintain supplier accounts, Processes supplier invoices
* Establish and maintain Transporters accounts, Processes Transporter Bills
* Maintain the purchase order System, Ensure data is entered into the system
* Ensure transactions are properly recorded and entered into the computerized accounting system i.e. ORION
* Prepare monthly financial statements
* Assist with the annual audit
* Maintain the computerized accounting system
* Maintain financial files and records
* Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys
* Ensure the safeguarding of all municipal funds
* Issue, code and authorize purchase orders
* Reconcile the accounts payable/receivable
* Prepare journal summaries
* Reconcile weekly deposits
* Track & Reconcile of C Forms, ensure timely submission to the respective.
* Check the transit documents and ensure vehicle moved with complete documents including waybills.
* Track & submission of Waybills and permits.
* Co-ordination with the transportation for arrange the vehicle.
* Follow up for dispatch material from Sales team and HOD.
* We have working in tally ERP.9 accounting software.

***Vendor Development:***

* Assessing the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.
* Follow-up with Transporters, Forwards & Suppliers for timely submission of bills, ensuring timely payments.

**5) 11 Months :Soriso Ceramics Ltd., Morbi as an Accountant-11th Month Experience**

**Duration : May-2011 to March -2012**

**6) 1 Years:Suncity Floor Tiles Pvt. Ltd., As an Accountant-13th Month Experience**

**Duration: April-2010 to April-2011**

**Key Deliverables:**

* Reconciling petty cash.
* General ledger entry including accruals and prepayments.
* Assisting internal/external auditors with queries.
* Chasing outstanding customer accounts.
* Resolution of invoice queries including credits.
* Assisting with sales / purchase ledger duties, cash books and payroll.
* Communicating clearly and effectively with the accounts team.
* Monthly / quarterly management accounts preparation.
* Assisting in the preparation of year end accounts for clients.

**ACADEMIC CREDENTIALS**

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| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Exam** | **Name of University / Board / Inst.** | **Year of Passing** | **Percentage** |
| 1. | Secondary | GSSEB | 2005 | 57.71 |
| 2. | H. Secondary | GSHSEB | 2007 | 64.00 |
| 3. | B.Com | Saurashtra University | 2010 | 52.43 |
| 4. | M.com | Saurashtra University | 2011 | 48.83 |

**PERSONAL DOSSIER**

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Name : Paresh Nagar

Father’s Name : Mr. Chamanbhai

Mother’s Name : Mrs. Lataben

Date of Birth : 02/12/1988

Marital Status : unmarried

Linguistic Abilities : English, Hindi, Gujarati

Mobile No. : 09712411410

Email ID : nparesh45@yahoo.com

Permanent Address : ShivGanga Residency OppSai Temple NaniVavdiMobi-Gujarat(363641)

**DECLARATION**

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I hereby declare that all the above mentioned information is correct up to my knowledge and I bear the responsibilities of correctness of the above mentioned particulars.

Place: **Paresh Nagar**

Date: 31 October 2019