

CURRICULUM VITAE

MR. AKASH RATHOD - B.Com

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E Mail : pinal3105@gmail.com

Address : 1 - Chamunda Society,
Near Balaji Hall,
Rajkot – 360 007
Gujarat



• **Career Objectives :**

experience and exposure.

To bring a versatile portfolio of skills at work place and serve the organization with positive attitude, efficiency and effectiveness.

• **Academic Qualifications :**

- Cleared **B.Com** Examination in Year - 2014 from Saurashtra University with **57.38%**.
- Cleared **10+2** Examination in year - 2011 from **G.S.E.B.** Board. With **60.00%**.

□ **Professional Experience :**

- Presently I am working with Avadh Snacks Pvt Ltd(Pratap Snacks Ltd) Rajkot as an Senior Accountant (Miracle Software). Since 25th Jun, 2022 To Till Date.
- Handling **verification of Purchase Invoice & Entry** on day to day basis
- Prepare Cheques & NEFT/RTGS Payment of Account Payable Invoices
- Creation of **Purchase Order** with Purchase Department confirmation
- **Verification, Accounting & Auditing** of all type of Bills.
- Accounting of All Types of **Jonaral Vouchers** with Sub code & particular cost center.
- Generate of **Debit Note & Credit Note**.
- Applicability of **T.D.S. & G.S.T.** In The Journal Vouchers & Other Accounting Transactions

□ **Professional Experience :**

- Presently I am working with **Kich Architectural Products Pvt.Ltd.**, Rajkot as an **Executive Account (ERP Software)**. Since 15th Jun, 2021 To 24th Jun 2022.

□ **Profile Handled :**

- Handling **Bank Payment And verification of booked Invoices** on day to day basis.
- Prepare **Cheques & NEFT/RTGS Payment** of Account Payable Invoices.
- Prepare **Staff Salary & Other Employee Benefits** Cheque's .
- Prepare Monthly **Staff Report & Bank Payment Planing** Reports.
- Entry Of **BOM (Bill Of Material)** As per given Finish goods Item & RM Items.
- **Production Planing & Closing of job card.**
- Reconciliation of **GSTR - 2B With Booked GST** in Software.
- Also Reconciliaon With **GSTR-2A**

□ **Professional Experience :**

- I am working with **PARIN FURNITURE LTD.**, Rajkot as an **Account Executive(Excel Innovation - Customized ERP Software)**. Since **07th July, 2018 To 14th Jun 2021.**

□ **Profile Handled :**

- Handling **Patty Cash Entries & Vouchers** And verification of cash on day to day basis.
- **Verification, Accounting & Auditing** of all type of Bills.
- Accounting of All Types of **Jonaral Vouchers** with Sub code & particular cost center.
- Generate of **Debit Note & Credit Note.**
- Applicability of **T.D.S. & G.S.T.** In The Journal Vouchers & Other Accounting Transactions.
- Make **online sales entry** and **reconciliation** of online sales.
- Monthly preparation of **PF,PT, And TDS** Data and Payment of due date.
- day to day Cheque preparation & payment of **Transportation.**
- Creation of **sales Order** with Party confirmation & sales Team.
- Generate of **Sales Invoices** along with Preparation of **E-Way Bill** from GST Common Portal.
- Preparation of **Advances Against Tour & Travels of Fitter Staff** & It's Expenses Sheet and Follow-up for the Balance Confirmation.
- Monthly preparation of **Accounts Payable & Accounts Receivable** reports.
- Maintain of **Cash book & Bank book** by Taking Payments & Receipts Related Entries.
- Co-ordination with **Sales Team & Accounts Team.**
- Day to Day preparation of **MIS REPORT.**

□ **Professional Experience :**

- I have worked at **WOCKHARDT HOSPITALS**, Rajkot as **Account Officer (SAP)**. Since **10th Oct, 2015 to 6th July, 2018**.

□ **Profile Handled :**

- To Do Accounting Entry In **SAP**.
- Preparation of Periodical **MIS** reports & its Review Monthly / Quarterly / Yearly.
- Maintain the general ledger operations.
- Checking and Verification of **Purchase** Bills and made that entries in **SAP**.
- Checking and Verification of **Contractors** Running Bills and made that entries in SAP.
- Verifying the accuracy of **invoices and other** accounting documents or records
- Maintain daily **Petty cash** book.
- Matching and verifying **cash** expenses.
- Maintain **Telephonic** and **personal** contact with staff and vendors on receivable matters as directed by manager.
- Maintain a daily **advance cash** in excel file.
- To take follow up of online booking related **outstanding** and **payment** mode.Support the **month end** closing process.
- The expectation is that posting occur **the same day or next** day.

• **Commercial & Financial Operations :**

- Co-ordination with sales & marketing teams related to new bookings & OPD Camps.
- Co-ordinate with the Statutory Auditors. • Initiate Online Remittances.

• **Computer Proficiency :**

- M. S. Office
- SAP
- Tally ERP
- Internet & Web Browsing

• **Personal Information :**

Date of Birth	: 28 th February, 1994
Nationality	: Indian

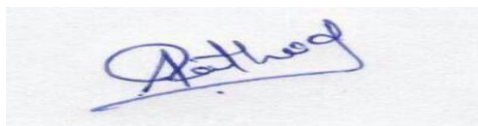
Language Known	: English, Hindi, Gujarati
Marital Status	: Married
Sex	: Male

- **References :**

References, If Any Required, will be provided upon request.

- **Declaration :**

I, **Mr. Akash Rathod** confirms that all information stated in this C.V. is true and complete to the best of my knowledge. I shall be thankful, if you give me an opportunity to serve under your kind control. I will try my best to satisfy you by hard work with honesty and able sincere. I await your favorable reply.



MR. AKASH RATHOD
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PLACE: RAJKOT, GUJARAT, INDIA