

RESUME

Bhavin Ishverlal Parmar

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PROFILE SUMMARY

Thorough conceptual knowledge about financial accounting cost accounting, management accountings, risk management, international financial management. Project appraisal and planning management, business correspondence, and business administration. Experience of working in mechanical, Manufacturing. and construction field based .

KEY SKILLS

ACCOUNTS: -, Account Reconciliation Accounting Information Systems, Accounting Software, Accounts Payable, Accounting Processes, Accounting Principles, Accounts Receivable. Managing billings and collections, Balance sheet Management, Preparing Financial Status Reports .

Academic Credentials

B.B.A (Finance) Graduate from South Gujarat University 2006.
H.S.C. from Gujarat Higher Secondary School Examination board 2003-04
S.S.C First class from Gujarat Secondary School of Examination Board 2001-02

Computer Knowledge

Excellent Command on MS-Office, Internet, Oracle, MIS ,SAP-MM Knowledge, Tally ERP 9,Windows xp and Windows 7 Operating system knowledge.

Strengths

Excellent IT skills, Ability to work under pressure, Learning Attitude, Time Management, Leadership quality

Personal Details

Father's name : ISHVERLAL PREMA PARMAR .

Permanent Address :B-601 Pamukh Hills Vapi charwada near hariya hospital road .

DOB : 14th Dec, 1985,

Gender : Male

Nationality : Indian

Religion : Hindu

Physical status : Height-5'11", Weight-75 kg

Marital status : Single

Hobbies : Net surfing, Playing cricket, playing chess, listen music

Languages known : English, Hindi & Gujarati

PROFESSIONAL BACKGROUND

UDAY KHIMJI INTERNATIONAL LLC (MUSCAT, OMAN) Accounts & Administration (April 2011 –Dec 2014)

About Company

Headquartered in Muscat, The Khimji Ramdas Group (KR) is an established business conglomerate in the Sultanate of Oman. Trusted and respected for more than a century (144 years), KR has consistently maintained its leadership position in the Consumer, Infrastructure and Industrial arenas. KR has diversified businesses in four strategic groups.

Major Achievements (Accounts & Administration)

- Local & Foreign Remittance, co-ordination with bank
- Preparation of daily Fund position report
- CMA (Projection) preferred
- Finalization of accounts & co-ordination with Auditors
- Maintaining Accounts In Tally
- Maintaining Attendance and T.A
- Pay roll
- Handling Statutory Compliances
- preparing Invoices
- Preparing salaries
- Maintaining Stock,
- Preparing bank documents and bank certificate
- Maintaining Book Keeping, Cash Transactions
- Maintaining Salary Register
- Handling day – to – day transactions.
- Coordination with Clients & Bank
- Maintenance of Purchase and sales register.
- Reconciliation of Debtors & Creditors Accounts.
- Preparation of Bank Reconciliation Statements by monthly basis.
- Preparation of Monthly Stock statements.
- Handling of Petty Cash and Bank
- Meeting and greeting clients and visitors to the office.
- Preparing LC & BANK Guarantees formalities

AHURA MAZADA MFG CO PVT LTD (UNDER TAKING GODREJ) Accounts & Administration - June 2006- March.2011

About Company

- A well-established name in Oman as an EPC contractor for various
- PDO projects at PDO NIMR/MARMUL/BAHJA AND RIMA SITES & Construction Projects at various locations in Oman. Website: - <http://www.alturki.com>

Duties & Responsibilities:-

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover.
- Bank, Debtors & Creditors Reconciliation.
- Maintain cash transaction & petty cash book, preparing cash
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Preparing of Tax invoices, Vouchers & Agency Payment .

- Sales & Purchase total reconciliation of accounts calculating VAT.
- Reconciliation of Bank Statement at the end of month.
- Service Tax , Vat Return ,E-TDS Return Filling , Income Tax E Return Filling & other
- Govt. axes calculate
- Maintain salary register in MS-Excel.
- Maintain Balance sheet & profit & Loss.
- Vehicle management, Accommodation management, Canteen management, Security Management, housekeeping management, Event Management
- Hotel and House Accommodation arrangement for the PDO employees Meeting hall arrangement for Employees and Official Visitors.

Thanks & Reagrds
Bhavin Parmar