



Bhavik Mahyavanshi

Finance and Accounts Professional

bhavikmahyavanshi18@gmail.com

+971566259749

Dubai, United Arab Emirates

Young enthusiast with great ambition backed with 5+ years of work experience in the domain. A naturally diligent, conscientious, and detailed focused professional having hands on experience in Direct and Indirect taxation, Finalization of accounts, Profit and Loss Analysis; willing to work in the fields of Accounting and Finance.

WORK EXPERIENCE

Admin Executive Teamwork Cables Pvt Ltd

01/2021 - 06/2023

Umbergaon, India

Achievements/Tasks

- Prepared Manpower attendance, Government Register
- Prepared Various HR Payroll Report Payroll Report
- Petty Cash Management and Journal Entries.
- Trading Journal entries and Purchase & Sales Register.

Supervisor Jay Jagdamba Enterprises

01/2019 - 07/2020

Umbergaon, India

Achievements/Tasks

- Labor Management, and maintaining reports for Government reporting.
- Prepared Various Payroll workings and Reports.
- Assisting and coordinating with HR Department for getting necessary MIS/DATA

Accountant G.B Laddha & Co.

09/2016 - 05/2018

Vapi, India

Achievements/Tasks

- General Ledger Reconciliation, Bank Reconciliation, Accruals and Pre-payments, Accounts payable and Receivables, Financial Reporting and closing - Monthly, Quarterly and Annually.
- Finalization of accounts for various types firms such as proprietorship, partnership firm and Trading firm etc.
- Assisting in Financial Audit

SKILLS

Financial Month End Closing

VAT Return

Reconciliations

Monthly Payroll working

Fixed Assets and Depreciation

Microsoft Excel

Microsoft Word

Microsoft Powerpoint

Tally ERP 9

Tally Prime

LANGUAGES

English
Full Professional Proficiency

Gujrati
Full Professional Proficiency

Hindi
Full Professional Proficiency

Marathi
Full Professional Proficiency

EDUCATION

Study Program Bachelor of Commerce

05/2013 - 04/2016

Mumbai University