



Dinesh Rajkumar Jaiswar

Middle Management Professional
Accounting & Warehouse Management

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Profile Summary

Offering over 13 years of experience in Accounting and Warehouse Management

- ▶ Expertise in managing **accounting operations, receivables & payables, ledger books**; planned and executed monthly / quarterly / annual closure schedule
- ▶ Excels in preparing and presenting **weekly and monthly management reports (MIS)** on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- ▶ Excellence in **monitoring purchase, receipt, inspection, storage, inventory and distribution of stock** to branch head and other departments; ensuring proper storage facilities for various components as supplier recommendations
- ▶ Steered efforts in **maintaining the documents related to stock of material** without any variance by conducting stock verification and documentation; following up on discrepancies, damage/expired goods and claims & returns to vendors; ensuring the safe custody of stores
- ▶ Resourceful in **administering petty cash & passing entry of their expenses**; filing all type of vouchers; recording all per day cash transactions in day book
- ▶ Spearheaded **general ledger accounts** by creating journal entries, reconciling accounts receivable, preparing **monthly accruals**; analyzing and reconciling accounts payable ledgers
- ▶ Preparing Daily Status Report of Imports & Export Shipment and Tracking the movement on a daily basis
- ▶ Preparing **Profit & loss Accounts and Balance Sheet**.

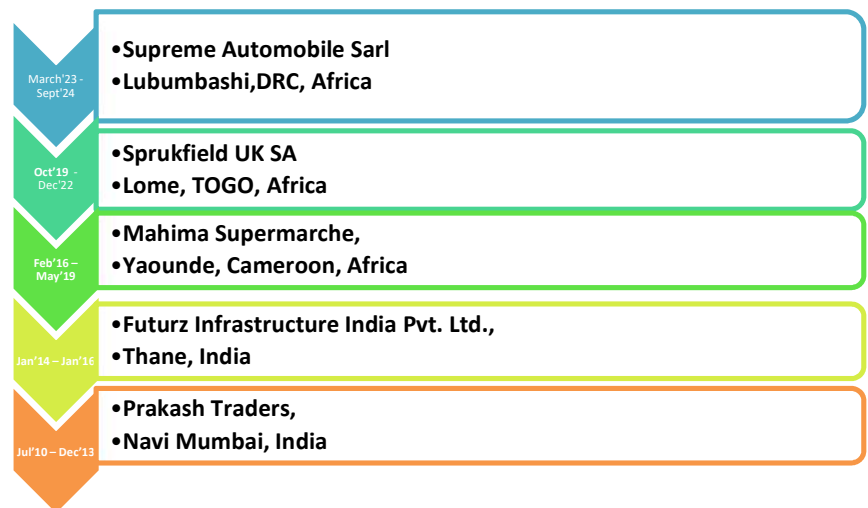
Core Competencies

Accounting Operations	★★★★★
Store/Warehouse Operations	★★★★★
Petty Cash Book	★★★★★
Bank Reconciliation Statements	★★★★★
Book Keeping	★★★★★
General Ledger Reconciliations	★★★★★
Cross-functional Coordination	★★★★★
Team Management	★★★★★

Academic Details

- ▶ **Computer Industrial Accounting** from ICA in 2014
- ▶ **B.Com. (Bachelor)** from Karmvir Bhaurao Patil College of Mumbai University, (June 27, 2007 – June 15, 2010) with (62%)
- ▶ **H.S.C (12th)** from Sainath College, Maharashtra Board, (June 14, 2005 – April 20, 2007) with (62%)
- ▶ **S.S.C (10th)** from Sainath School Maharashtra Board (June 7, 1995 – March 25, 2005) with (61%)

Career Timeline



Soft Skills



❖ Organizational Experience

March '23 – Sept' 24 with Supreme Automobile, Lubumbashi (Lubumbashi, DRC, Africa)
Account Executive

- Maintaining books of accounts & making entries in Modified ERP & DMS.
- Maintain all records like Vouchers, Receipts, Bills, and Payments.
- Maintaining Purchase & Sales Register.
- Bank Reconciliation.
- Maintaining Stock Record & Physical Verification of Stock.
- Preparing report, sending proper status of files to higher authority.
- Accounting entries, invoice preparation and purchase entries.
- Petty Cash handling
- Banking works like a Cheques issue for clearing, Cash Deposit, Cash Withdrawal.
- Communicating with clients and vendors through phone calls or email
- Helping Sales team for Recovery of Credit Amount from Client.
- Prepare reports on accounts payable and accounts receivable.
- Reconciliation of Bank Statement at the end of month.

Oct'19 – Dec'22 with Sprukfield UK SA, (Lome, Togo, Africa)
Account Executive

- Maintain records of vouchers, invoices, payments, etc
- Handling day-to-day accounting
- Preparing invoices and following up for pending payments
- Handling all banking related works
- Communicating with clients and vendors through phone calls or email
- Making payments through various modes like Online, cash, cheques, etc and keeping track of them
- Preparing profit and loss statements
- Finalizing accounts, assisting in audits, maintaining ledger, maintaining account of fixed assets, and conducting all other accounting activities
- Handling petty cash

Feb'16 – May'19 with Mahima Supermarche (T. Choithram & Sons Group), (Yaoundé, Cameroon, Africa)
Warehouse Manager

- Ensure that the warehouse operates at peak efficiency — with customer satisfaction the primary goal — by supervising, organizing, and training warehouse employees and establishing, monitoring, and managing operational goals
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory, gate processes, and shipping methods
- Train and manage the warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals
- Oversee daily operations while controlling and managing inventory and logistics
- Review and prepare workflows, staffing requirements, space allocations, equipment layouts, and action plans that meet company standards for productivity, quality, and customer service
- Maintain a safe and healthy work environment by establishing and enforcing standards and procedures and by complying with legal regulations

Jan'14 – Jan'16 with Futurz Infrastructure India Pvt. Ltd., (Thane, Maharashtra, India)
Account Executive

- Prepare reports on accounts payable and accounts receivable.
- Perform daily entry of accounting and weekly perform checking and updating.
- Mail the invoices to the regarding clients.
- Maintaining the official files.
- Analyse and update the subcontractor files with agreements, and necessary state sales tax requirements.
- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Day to day cash & bank transactions.
- Reconciliation of Bank Statement at the end of month.
- Service Tax, Vat Return, E-TDS Return, Income Tax E Return and other government taxes calculation
- Maintain salary register in MS-Excel.
- Assisting tax accountants in preparing tax returns and financial statements.

Jul'10 – Dec'13 with Prakash Traders, (Navi Mumbai, Maharashtra, India)

Account Assistance / Store In-charge

- Prepared invoices, expense reports, and payment memos.
- Prepare bank deposits• Performing reconciliations of accounts
- Recording and filing cash transactions.
- Invoice processing and filing.
- Knowledge of inventory principles and practices.
- Scanning, Printing, Binding, Filing, Typing & Photocopying.
- Excellent knowledge in MS Word, MS Excel, MS Power Point, Adobe Acrobat
- Preparing and monitoring inventory of the list of the materials.
- Maintain record of issuing and receiving Material.

❖ **Core Qualifications**

- Zoho book
- QUICKBOOK
- Modified DMS & ERP
- MS Office
- Bookkeeping
- Account Reconciliation
- Inventory Management
- Team Handling



Personal Details

DOB: 23rd September 1989

Languages Known: English, Hindi, Marathi and French

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