

**JENIS PARMAR**  
Contact: +971502395411  
Email id: jdparmar1997@gmail.com

**CURRICULUM VITAE**  
**Accounts Payable and Payroll**  
**Controller /Account Executive**

**Profile:** " Aiming for career in Finance & Accounts domain with an organization of high reputation, wherein I can contribute towards attainment of organization excellence and in the process grow as a professional. "



- Essential for accurately reviewing invoices, reconciling transactions, and maintaining meticulous records.
  - Required for identifying discrepancies, analyzing accounts, and providing insights for financial decision-making.
  - Vital for managing multiple tasks, tracking expenses, and ensuring timely payments while maintaining order in financial records.
  - Important for flagging and resolving invoice discrepancies promptly and addressing potential issues before they escalate.
  - Necessary for responding to changing financial requirements, evolving business needs, and adjusting to new technologies or processes.
  - Crucial for consistently meeting deadlines, delivering accurate financial reports, and ensuring compliance with regulations.
- Helpful for effectively communicating with vendors, Human Capital, and other team members to achieve common financial goals.
  - Essential for handling sensitive financial information with integrity and confidentiality.
  - Beneficial for effectively conveying financial information to stakeholders, providing candidates with comprehensive details on salary and benefits, and fostering positive relationships with vendors and colleagues.

## Work Experience:

- Worked at Asandas and Sons Private Limited (Hyfun Foods Group) from July-2017 to March-2024 as an Accounts Payable and Payroll Controller /Account Executive.

### Account Executive with Asandas and Sons Private Limited (Hyfun Foods Group)

- Proficient in invoice assembly, review, and verification, ensuring accuracy and compliance.
- Skilled in resolving invoice discrepancies and pricing issues, maintaining financial integrity.
- Experienced in data entry and invoice uploading into AP systems with attention to detail.
- Track record of accurately tracking expenses and processing reports for optimized financial reporting.
- Capable of preparing and processing electronic transfers, payments, and check runs timely.
- Proficient in recording transactions accurately in journals, ledgers, and records.
- Experienced in reconciling AP transactions, including bank statements, and resolving discrepancies promptly.
- Able to prepare detailed account analysis, providing valuable insights for decision-making.
- Proficient in managing day-to-day expense tracking, employee reimbursements, and vendor files maintenance.

## Professional skill:

- Problem-Solving
- Adaptability
- Team Collaboration
- Financial Reporting

## Technical Skills:

- SAP-BUSINESS ONE
- Tally ERP.9
- MS Office
- *Outlook*

## Area of Interest:

- Accounts
- Finance
- Bookkeeping
- Data Entry
- MIS

## Education & Qualification:

- **10<sup>th</sup>**from Gujarat Board in 2012.
- **12<sup>th</sup>**from Gujarat Board in 2014.
- Bachelor of Commerce in 2015-2017.

## Personal Details:

Name	Jenis Davidbhai Parmar
S/O:	Davidbhai H Parmar
Mother	Kokilaben D Parmar
Address:	B-508,JainamCity,Opp.Doon School,New Maninagar,Ramol,342449, Gujarat,India
Passport No:	Y9766167
Marital Status	Single
Contact	+971 502395411
Date of Birth	30-04-1997
Languages Known	English, Hindi, Gujarati
Hobby	Cricket, Football
Visit Visa Status	60 Days
Place	Dubai, UAE

Signature.....

**Declaration:** I hereby declare that details furnished above are true to best of my knowledge and behalf.