

# **CURRICULUM VITAE**

## **Jaydeep Chauhan**

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Res: Ahmedabad, Gujarat.  
Nationality: Indian



## **PROFESSIONAL SUMMARY:**

Responsible manager in finance, Accounts and Administration, passionate about delivering outstanding quality and services. Offering more than 11 years of experience in industry with history of recognition performance.

## **PROFESSIONAL QUALIFICATION:**

- Tally Prime
- Fundamental & MS office
- Data Networking.
- E-mail Communication

## **EDUCATIONAL QUALIFICATION:**

- Master of Commerce Dissertation in Account & Finance from Shree Sahajanand, Ahmedabad
- Coursework Tally Prime
- Coursework Commercial Communication

## **Skills:**

- Business Development, Management and Strategy
- Team Leadership
- Proficient in Tally prime
- Proficient in Microsoft office
- Proficient Commercial Communications

## **EXPERIENCE:**

- More than 11 years of experience as a Senior Manager – Finance, Accounts & Admin at Bioteknika Healthcare Pvt Ltd – Ahmedabad.

## **JOB DESCRIPTION:**

### **Accounts and Finance**

- Prepare Revenue, Balance sheet and Cash flow statements.
- Tracked and logged expenses, ensuring spending remained within approved budgets.
- Oversaw investments, operating cash, credit cards, and all treasury functions.
- Executed year end audits, working with external auditors to confirm clean financial audits and implementing any improvement suggestions promptly.
- Consulted with managers and chief executive to understand financial situation.
- Reconciled accounts, internal variances and discrepancies with vendors and creditors
- Oversaw general ledgers, accounts receivables and payables, payroll processing and reposting for streamlined accounting.
- Approved ledgers entries by auditing transactions and verifying information provided to avoid frauds.
- Supported annual audits by providing information and answers to auditors to facilitate passing audit results.

### **Administration**

- Made sure all department operations and processes as per policies and regulations.
- Assessed staff performance through close monitoring of individual KPI target achievements.
- Monitored office inventory supplies with excellent attention to detail and purchased required new material within budgetary constraints.
- Monitored spending and processed payroll, working closely with accounts team to complete on time each month.
- Developed and maintained efficient and clear filing systems for entire organisation.
- Liaised with logistics suppliers to check timeframes and schedules for timely deliveries.
- Delivered timely and relevant financial and monitoring information to senior management to inform decision – making.

## **PERSONAL INFORMATION:**

Marital Status	Married
Date of Birth	10 <sup>th</sup> Oct 1989
Languages known	English, Hindi, Gujarati
Nationality	Indian
Hobbies	To enjoy accomplishment of pre-determined tasks