

JENIS PARMAR

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CURRICULUM VITAE

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

Profile:” Aiming for career in Finance & Accounts domain with an organization of high reput, 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:

- **10th**from Gujarat Board in 2012.
- **12th**from Gujarat Board in 2014.
- Bachelor of Commerce in 2017-2020.

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	+971582955939
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.