

CURRICULUM VITAE



PERSONAL DETAILS - Karn J Adesara

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Date of Birth: 08 December, 1995
Nationality: Indian

CAREER OBJECTIVE

Thorough professional, with high caliber, work orientation, and ability to handle multiple functions and activities in a high pressure environment due to inherent ability to identify and prioritize tasks at hand. Ability to motivate and keep team members focused. Excellent management, time management, and leadership skills. Multilingual with proficiency in English, Hindi, Gujarati. To expand skills and experience within the Finance department & Production activity. Always want to learn more and more.

EDUCATION / QUALIFICATION HISTORY

April 2016 **GLS IC University**
Bachelor of Commerce with Accountancy
Specialist **(B.Com)**

March 2013 **M. B. Patel H. S. School**
Gujarat Higher Secondary Board
(Ahmedabad, GUJARAT)
High School Certificate equivalent
Specialist **(12th Commerce)**

WORK PERFORMANCE

- All adjustments, scrutiny of books of Accounts
- Accounting entries of all Purchases, sales, expenses, Cash Ledger, Quotations comparison, issue Purchase order, query resolve.
- Reconciliation of all parties with books of account maintained by us. Raising Debit or Credit note to the party if any difference in Reconciliation-Statement as per requirement and instructions.
- Bank reconciliation statements preparation.
- Production follow-up & push up to meet delivery.

WORK EXPERIENCE

<p>May 2019 To Continue</p>	<p>ARVIND LTD. (SANTEJ)</p> <p>Associate Manager</p> <p><u>Reporting to Vice President</u></p> <ul style="list-style-type: none"> • Key role to Inventory Management, Store department & Production department. • Prepare various MIS reports, including production reports and consumption reports, to provide insights to management for decision-making. • Stock of TRIMS, FABRIC reconciliation between Job Center and SAP System on a monthly basis. Responsible for Timely Dispatch of Material from Suppliers, arrange the Transporter for Import of material from Doc Yard / Airports to send that Materials to Job Center on timely basis. Production report, Consumption Report Inventory Management and Store department. Also have well experience on bent of Cost Reduction knowing Product Cost Analytics. • Manage material procurement processes, including Material Receipt Note (MRN) and Goods Receipt Note (GRN) of fabric, trims, and garments, and conduct physical verification from the store. • Roll in Store activities: MRN / GRN of Fabric, TRIMS and Garments after receiving physical verification confirmation from Job Centers Store Team. • Good knowledge of SAP MM Module, WinGold Software, Tally EPR and Blue Kaktus for Accounts & Production related works, Export reports analysis.
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May 2018 To March 2019	<p>AL Mubhra Jewellery LLC (DUBAI – UAE)</p> <p>Accountant</p> <p>Reporting to Store cum Accountant</p> <ul style="list-style-type: none"> • Accounting entries of all Purchases, sales, expenses. • Reconciliation of all parties with books of account maintained by us. Raising Debit or Credit note to the party if any difference in Reconciliation-Statement. • Bank reconciliation statements preparation. • Purchase order issue and tracking of Material and Service completion.
Feb 2018 to April 2017	<p>Urmin Group of Companies</p> <p>Jr.Accountant</p> <p>Reporting to General Manager</p> <ul style="list-style-type: none"> • Stock Reconciliation, Physical Verification of stock at site with system, adjustment • Cash reconciliation, Bank reconciliation statements preparation. • Accounting entries of all Purchases, sales, expenses. • Cash Responsibilities, Purchase & sales day by day, Reconciliation of all parties with books of account maintained by us. • Purchase order issues, Quotation comparison, Vendor query resolve.

OTHER SKILLS AND CERTIFICATES

Computer Skills:

- I can work faster than other with much more accuracy.
- Habit of learning more & more in terms of technically.
- **Microsoft Office** 365 (Excel, Word,)
- SAP System, Tally ERP, WinGold, Blukaktus

Language Skills:

- Gujarati (Native Tongue)
- Hindi (reading, writing and speaking skills) – National Language English (reading, writing and speaking skills)

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines.
- Highly organized with a creative flair for project work.
- Enthusiastic self-starter who contributes well to the team.
- Hard work without hesitation of time.
- To do the work faster than other with accuracy.

INTERESTS AND ACTIVITIES

- Music, Reading, Planning and Leading the team work together.

I hereby conclude that, the information provided above is true to the best of my knowledge and belief. Hope that positive reply.

Place:- Dubai

(Karn J Adesara)