**ARUN VYAS**

16/24,”Vyas-Kutter”, Krishna Chowk, Topdara, Ajmer, Rajasthan 305001

**Contact:** +91 7851096330; **Email:** [vyasarun666@gmail.com](mailto:vyasarun666@gmail.com); **Date of Birth:**17th January 1988

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**OBJECTIVE**

Seeking a challenging & rewarding opportunity with an organization of repute which recognizes and utilizes my true potential while nurturing my analytical and technical skills

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**SUMMARY OF SKILLS**

* Sincere and diligent professional offering over 10+ **years of experience; currently spearheading as Senior Accountant with Satguru Tours & travels,Ajmer.**; offering in-depth understanding of business & updated market knowledge.
* Recognized as a proactive individual who can rapidly identify business problems, formulate tactical plans, initiate change and implement effective business strategies in challenging environments to enhance revenue generation, market share expansion and profitability.
* Ability to mobilize and manage financial resources to meet company’s long and short-term financial needs.
* Ability to exercise tact and diplomacy and deal with people in a calm and effective manner in sometimes sensitive situations to resolve client issues with effective negotiation and persuasion skills to establish and maintain relationships with clients.
* Well developed communication skills, verbal as well as written coupled with exceptional presentation skills with the ability to perform above expectations.



**PROFESSIONAL EXPERIENCE**

**Senior Accountant**

**Satguru Overseas,Ajmer Feb 2016 to Present**

**1.Working On newly launched accounting software of company (FACTS)**

**2.Implementation of software.**

**3.Handling Branches Like Algerie,Freetown,Paris etc**

**4.Ticketing & invoicing on software**

**5.Acounts Receivable & accounts Payable.**

**6.Matching of Balance Sheet with tally.**

**7.Multicurrency transaction entries on Software.**

**8.Tarining to new Joiners.**

**9.Ineternal Branch Confirmation of monthly Transactions.**

**10.Finalization of accounts at the end of year.**

**11.Forex adjustments.**

**12.Fortnight follow up of Corporate Debtors & weekly follow up B2B Debtors.**

**Center Head**

**NIFA infocomp Services Pvt Ltd,Ajmer- Sept 2015 to Dec 2015**

1.Serving as a center head under RSLDC project.

2. Handling the Complete Center Management (Mess Arrangement, Tie Up with vendors, Academic,

Hostel Facilities)

3. Maintain timely MIS & database.

4. Coordination between Center & Head Office.

5. Solely accountable for maintaining KRA (Key Responsibilities Area) Report for team members on daily & monthly basis and manage the task of system allocation and Batch scheduling.

6. Reporting from Mobilization Team, planning for Mobilization (New Concept of Mobilization)

7. Successfully done Assessment of each Batch with Average Score of 95%.

**Placement Manager**

**NIFA Infocomp services pvt Ltd,Ajmer- Feb 2015—Aug 2015**

1.Responsible for placements of students after completion of their skill development programme.

2.To meet HR of companies for tie-up for OJT & final placements.

3.Initial screening of students before final interview at company.

4.session of interview tips during training programme.

5.Other operations of centre.

6.Responsible for staff recruitment.

**Merchandiser & Co – ordinator**

**Raaga block oriented textiles pvt ltd,Jaipur.- May 2012- Dec 2014**

1.Co-ordination with overseas& domestic buyers.

2. Develop Designs of choice of buyers.

3.Recevingorders,procceding with production& working on on-time deliveries.

4.Taking care of all the export documentation work.

5.Follow ups with buyers for payments.

6.Quality control.

7.Vendor Management

8.Export Documentation

9.Generating invoices,PL & other supporting documents.

**CENTRE MANAGER**

**Indiacan Education Pvt. Ltd (Pearson Group),Pali - September 2010-April 2012.**

* Responsible for the Recruitments, Admissions and Operations of the Centre; conceptualizing and implementing sales promotional activities (posters, help desks) for forms in the assigned territory as a part of market development and brand building effort.
* Responsible for institutional sales for retail courses like Accounts,English etc.
* Managed RMOL Course ( an initiative of Rajasthan govt for skill development & livelihood)
* Strategy planning for the marketing of various educational packages, programmes and instrument for various Managerial programmes
* Responsible for developing the business by creating awareness about the Institute across various Educational courses through marketing collaterals, events and activities, thereby generating database of/for potential target audience.
* Organize seminars, workshops, training programs & academic events as per the annual academic event plan.
* Prepare business plans for the successful entry and sustainability of the institute for a long-term period.
* Responsible for placement of successfully passed out students in organizations of repute
* Solely accountable for maintaining KRA (Key Responsibilities Area) Report for team members on daily & monthly basis and manage the task of system allocation and Batch scheduling
* Generate business from various channel partners for the company while establishing healthy business relations with
* Entrusted with the onus of interfacing with govt. bodies, negotiating with franchises and regulating systems.
* Conduct competitor analysis to get a fair idea of the latest market trends and the competitor moves ahead to achieve
* Maintain timely MIS & database reflecting the trends & developments of the company regarding sales, business development, inventory tracking report, Indent tracking report, Stock report etc for budgetary and strategic review to enhance the business of the company.

**SALES EXECUTIVE**

**Reliance Communications , Ajmer – Nov 2005 – Feb 2007**

* Data Generation
* Meeting with Vendors and customers
* Product Presentaion to the clients
* Corporate / Bulk Dealing
* Set-up of the companies product
* Was also taking care of after sell service

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**EDUCATIONAL CREDENTIALS**

**Post Graduate Programme in Corporate Studies (Finance & International Business) 2010**

International School of Corporate Management (ISCOM), Pune; 68.5%

**B.Com. 2008**

Government College, Ajmer; MDS University, Ajmer; 52.5%

**Higher Secondary 2005**

Demonstration School, Ajmer; CBSE; 67.20%

**Senior Secondary 2003**

D.A.V Centenary Public School, Ajmer; CBSE; 54.20%

**Technical Skills**

MS Office and Internet Applications

**Projects Undertaken**

“Analysis of Fixed Deposit Scheme of Mahindra Finance**”** at Mahindra & Mahindra Financial Pvt.Ltd as a Management Trainee from 1st June 2009 to 31st July 2009

**Academic Accolades**

Won INR 50,000 Scholarship (Rae Award) during College

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**Extra Curricular Accolades:**

* Acted as the Head of Management Committee during College
* Distinction of having won 1st and 2nd Prize in Team Effort and Best National College Award during Drishti, 2008-09 and 2009-10, respectively at NMIMS Mumbai
* Actively participated in National Camp of Volleyball during 2003

**Hobbies:** Swimming, Singing, Listening to Music, Playing Cricket and Volleyball

**Languages:** English, Hindi and French

**References:** Available on Request