



## Vikas Gautam

Om Nagar , Puhiran

Hoshiarpur , Punjab, India

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### Resume Summary

Highest Education : MBA ( Finance /HR)

Years of Experiences :10 year

### Educational Background

*Post-Graduation Date: Apr 2012*

#### **MBA ( Finance )**

Major : Finance

Minor Human Recourses

Institute/University :Rayat Bahra Institute of Management , PTU, Jalandhar (Punjab) India

CGPA : 2070/3200

*Graduation Date: Apr 2010*

#### **Bachelor of Commerce (B.Com) of Commerce**

Major : Commerce

Institute/University : Punjab University, Chandigarh, India

CGPA : 901/1800

### Certification

- Master Diploma In Information Technology and System Management (Oct ,2010)
- Diploma in Office Management (Dec,2008)
- Short Term Course of Accounting ( July,2014)
- Three month training in Bank during the Post graduation Degree(from May 2011 to July 2011)

### Work Experience

**1.Company : Pharma-com , Pharmaceutical Distributors , Hoshiarpur,India**

Position : Accountant

Year Of Experience : 3year ( Nov,2011 to April , 2014)

**Work and responsibilities:** working related to Accounting and Finance, Maintaining Ledger and Cash Book , sale and purchase book , Matching Account Statements and Trail Balance and Balance sheet and all other Accounting works , Bank reconcile , prepare annual financial statement , VAT return filling and sale tax and TDS .

**2. Company : Hyundai Engineering & Construction co. , Kuwait**

**Position : Account Executive**

**Year of experience :**1 year and 7 month ( June ,2014 to Dec, 2016 )

**Work and responsibilities :** Prepared general Entries , maintaining debtors and creditors Accounts ( accounts receivable and payable ) financial reports and bank reconcile ,Salary , Prepared annual statement (Profit and loss and Balance sheet ), other Accounts works

**3. Company : Rajesh Accounts services , Hoshiarpur,India****Position :** Tax Accountant**Year of experience :** 1 year ( Jan , 2017 to Jan ,2018 )**Work and responsibilities:** Dealing with different parties account, Tax Return file of VAT/ GST and Tax auditing prepare balance sheet and all other related responsibilities**4. Company : Macwill Information system PVT LTD , Hoshiarpur,India****Position :-** Senior Accountant**Experience:.** Currently working ( Feb , 2018 to Dec , 2019 )**Work and Responsibilities:-.** Prepare Invoices , Payroll work , Accounts Receivable, Preparation of Monthly Accounts report , Bank Reconciliation ,GST return filling monthly and TDS return filling ,Maintain daily Accounts Book and annually prepare balance sheet & other related responsibility**5. Company : Harshad Prime Trading LLC ,Dubai****Position : Senior Accountant****Experience : ( Jan , 2020 to till date )****Work and responsibilities: -**

1. Audit of entries for All Purchase/Sales Invoices, Journal and other day to day accounting.
2. Audit of Accounts Receivables and follow-up with Sales Team for Timely Collection and Trigger them for Over dues if any and also timely reconciliation of books with Customers.
3. Audit of Accounts Payables and Follow-up with Purchase Team for Timely reconciliation of books with Suppliers.
4. Audit of All Accounting and MIS reports i.e. Sales, Purchase, Consumption, Stocks, Inventory, and Incoming/Outgoing etc.
5. Preparation of Monthly Profitability and Balance Sheet.
6. Audit of all Banking transactions and Forex rates negotiation with overseas banks.
7. Follow-up with all departments for day to day audit findings of accounting Transactions.
8. Audit of tax reports and other compliance reports as per respective country Laws.
9. Audit of Daily Cash transactions and of Cash flow and Funds Flow.
10. Audit of Customs and Clearance Process completion and clearance of import shipments.
11. Preparation of VAT Reports.
12. Audit of Working Capital calculations
13. Routine Bank and Lessoning Work.
14. Overall Control and supervision of Plant/Warehouse and Business from Audit and Financial Perspective.
15. Insurance for all overseas entities
16. Audit of Costing's for imports and Goods to be sold.
17. .Development of all Audit reports through ERP

**Computer Skills** MS Office (Word, Excel, Power point)and Tally (Accounting software ),ERP ,SAP , Jaguar , busy accounting software and Tuckshop Accounting Software**Skills and Abilities** : Accounting skill, Good time management, team management.**Hobbies** : Listen Music , Play Basketball in Leisure time.**Strengths** : Hard Working, listening

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**Personal Particulars & Preferences**

Date of Birth	: 15 Apr 1990
Nationality	: India
Gender	: Male

I declare the above information is correct up to best my knowledge and I bear responsibility for the above mentioned particular.

**(Vikas Gautam )**