

# SACHIN B. CHAUHAN (FINANCE & ACCOUNTS)



## CAREER OBJECTIVE:

To obtain the position that provides me an opportunity to reach my full potential professionally and personally by utilizing my abilities & skills in the esteemed organization.

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csachinkumar12@gmail.com  
Limda khadki Koteshwar,  
Post: Karmad , Ta: Jambusar  
Dist: Bharuch.

## KEY SKILLS

- ❖ Good at document verification
- ❖ Maintaining good relationship with vendors
- ❖ Rational Decision making
- ❖ Good competency in Accounts

## AREA OF INTEREST

- ❖ Core Accounting
- ❖ TDS
- ❖ Accounts Payable
- ❖ Cash Management

## SOFTWARE EXPOSED

- ❖ SAP S/4 HANA
- ❖ Tally prime

## CERTIFICATION COURSE COMPLETED

- ❖ Basics of computer
- ❖ Tally

## WORK EXPERIENCE

1. From 01.05.2020 to 28.02.2021 worked with PI industries, Sarod.

### **Duties & Responsibility:**

- ◆ Bank payment entry for all the payments made to vendors
- ◆ Vendor clearing
- ◆ Maintaining the record of all the document including SEZ documents.
- ◆ Invoices verification with PO and GRN.

2. Since 07.07.2022 to 20.01.2024 worked with Willowood Industries Private Limited, Dahej, Gujarat as an Officer Finance & Accounts.

### **Duties & Responsibility:**

- ◆ Key Responsibility Area is Accounts Payable
- ◆ Processing all invoices through MIRO after invoice verification and PO term verification.
- ◆ Direct Bill booking through FI route for non-PO vendors.
- ◆ Responsible for making follow up from store departments for pending GRN.
- ◆ Payment requests for making payments for all the vendors on the basis of due date.
- ◆ To ensure timely payment of all vendors as per payment terms
- ◆ Sharing payment advices to vendors for theirs references
- ◆ Responsible for making bank entry against invoices booked, and to keep vendor ledger accurate.
- ◆ Uploading payments on Bank portal as per the requirement
- ◆ Responsible for deducting TDS on invoices booking and payment whichever is earlier.

### **Month end closing Activity**

- ◆ Ensuring all the invoices are booked before closing the period in SAP.
- ◆ Generating GR/IR and SR/IR report
- ◆ Generating TDS report and submit to HO for statutory payment
- ◆ Bank Reconciliation
- ◆ Maintaining record of all the invoices in hard copy as well as soft copy.

❖ **From 22.01.2024 to 09.03.2024 worked with Hindusthan M-I Swaco Limited, Dahej as an Executive Finance & Accounts.**

***Duties & Responsibility:***

- ◆ *Key Responsibility Area is Accounts Payable*
- ◆ *Processing all invoices through MIRO after invoice verification and PO term verification.*
- ◆ *Direct Bill booking through FI route for non-PO vendors.*
- ◆ *Logistics bill booking through FI route for non-PO vendors.*
- ◆ *Admin related Bill checking & booking.*
- ◆ *DTA copy submission to SEZ & responsible for receiving endorsement copy.*
- ◆ *SEZ DTA copy maintain records.*

❖ **From 11.03.2024 to 07.06.2024 worked with Tagros Chemicals India Pvt. Ltd., Dahej as an Officer Finance & Accounts.**

***Duties & Responsibility:***

- ◆ *Key Responsibility Area is Accounts Payable*
- ◆ *SAP Bill Booking of direct / in direct expenses Miro.*
- ◆ *Petty cash entry, Daily cash report and reconciliation.*
- ◆ *Perk / Salary / Canteen Cheque issue.*
- ◆ *Daily Bank files data update & Monthly GEB / Water / Drainage.*
- ◆ *Scanning document MIRO direct & Indirect & review in SAP*
- ◆ *Project bill Entry for our record against given by stores.*
- ◆ *Preparation of required details / data as required by HOD and HO.*
- ◆ *Vendor reconciliation.*
- ◆ *Accounts related filling work.*
- ◆ *Monthly Bank Account reconciliation.*
- ◆ *Monthly Salary payable, PF payable, Prof Tax payable accounts Reconciliation.*
- ◆ *Payment of statutory charges as per the advice received from the departments.*
- ◆ *Perks voucher checking, verifying, reconciling & Details working in excel sheet.*
- ◆ *Vendor Bank details updated in SAP regarding vendor payment by RTGS / EPS.*
- ◆ *Vendor Creation & Bank Details updating in SAP*
- ◆ *Deducting TDS and Updating Withholding tax information in SAP (i.e. PAN Number) for deducting TDS.*
- ◆ *MIS Working & Reconciliation.*
- ◆ *Required details under MIS. This includes Budget Vs. Actual.*

❖ **Currently Working With Croyance Quality Services Pvt. Ltd., Dahej as an Executive Finance & Accounts.**

**Duties & Responsibility:**

- ◆ Key Responsibility Area is Accounts Payable & Receivable.
- ◆ Bill Booking of direct / in direct expenses in tally.
- ◆ Make sales invoices & provide to customers mail & Hard courier that day.
- ◆ Vendor & Costumer ledger reconciliation.
- ◆ Vendor & Costumer query resolve mail & Telephonic communication.
- ◆ Deducting TDS and Updating Withholding tax information in Tally (i.e. PAN Number) for deducting TDS.
- ◆ TDS report generating & make payment timely.
- ◆ GST Related knowledge.
- ◆ Maintaining record of all the invoices in hard copy as well as soft copy.
- ◆ Monthly Bank Account reconciliation.
- ◆ Monthly attendance & Salary Maintain/management.
- ◆ Monthly Salary payable, PF payable, Prof Tax payable accounts Reconciliation.

❖ **EDUCATION QUALIFICATION**

<b>Degree</b>	<b>Institute/ University</b>	<b>Year of passing</b>	<b>Percentage</b>
M.com	Veer Narmad South Gujarat University	Dec-2022	60.00
PG in Materials Management (External)	Bhartiya Vidhya Bhavan.	Jul-2022	54.32
B.com	Veer Narmad South Gujarat University	Dec-2020	55.10
H.S.C (Commerce)	Navyug Vidhyalaya, Jambusar	Mar-2017	61.85
S.S.C	Navyug Vidhyalaya, Jambusar	Mar-2015	58.50

❖ **EXTRA CURRICULAR ACTIVITY**

- ◆ Participated in Sports Tournaments at school and college level.
- ◆ Attended NSS Camp.

❖ **ADDITIONAL DETAILS**

<b>Full Name</b>	Sachinkumar Bhupendrabhai Chauhan
<b>Date of Birth</b>	02th April 2000
<b>Gender</b>	Male
<b>Nationality</b>	Indian
<b>Religion</b>	Hindu
<b>Languages Known</b>	English, Hindi, Gujarati
<b>Hobbies</b>	Reading , Playing Cricket

❖ **DECLARATION**

*I hereby verify that the information provided above is true and correct to the best of my knowledge & belief.*

**Place:** Bharuch

**Date:**

**Name:** Sachin B. Chauhan