

CURRICULUM VITAE

NIKHIL A YADAV

Present Address:-

A-249, Narayan Kunj Vihar Ext, Bholav

Ta- Bharuch, Dist. – Bharuch

Gujarat – 392015.

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CAREER OBJECTIVE

To work in a growth-oriented organization of repute to take up a responsible and challenging job profile that will allow me to apply acquired skills and also strengthen & refine my abilities and once expertise & experience can be further enhanced and moreover add value to the firm.

STRENGTHS

Punctuality, Sense of Responsibility, Self-confidence, dedication to my work & team spirit are my key strengths. It helps me to perform my job efficiently & effectively. My strengths encourage me to face challenges of job & life.

PROFESSIONAL EXPERIENCE & JOB PROFILE

Navin Flourine Advanced Sciences Ltd, Dahej (Project)

Executive: -Account payable & Receivable

Aug 2023 to at present.

Role & Responsibilities

- Handling complete Capex Accounts Payable. (Project)
- Processing payment of Capex.
- Project Cash Flow Report Monthly.
- Capex Summary Report Weekly.
- Actual Settlement & Depreciation Run Posting.
- Asset Creation.
- WBS Open & Lock.
- EPCG Bill Process & Payment.
- GR/IR Clearing & Advance Clearing.
- Excel sheet-maintained Capex vendor Retention, LD, Advance, PBG.
- MSME Tracking Payment & Booking.
- All other work Assigned by HOD.
- Capitalization of Asset.
- BG tracking & released.
- Capex MIS.
- Creditors reports weekly.

Wolkem India Ltd, Dahej

Senior Officer: -Account payable & Receivable

Aug 2022 to Aug 2023.

Role & Responsibilities

- Passing of Invoices for Raw materials, Stores & Spares Supply, Services.
- Prepare Accounts Payable related reports, supplier ageing report at Weekly for Payment.
- Prepares data of GSTR1.
- Petty cash.
- Prepare Vendor and Customer Ageing Report.
- Commissioner of Geology and Mining Monthly Returns in portal.
- Prepares MIS report month end.
- Prepare TDS report month end.
- Preparation of Salary & Wages of employees & Employee related expenses/reimbursement & PF entry etc.
- Follow-up with SCM team for PR/PO of SO's and weekly pending GRN report.
- Posting of bank receipts entry in SAP in PU Bank Account.
- Prepare monthly cash flow data.

Hindusthan Speciality Chemicals Ltd , Jhagadiya

Officer: - Finance and Accounts

Aug 2021 to July 2022.

Role & Responsibilities

- Handling complete Accounts Payable cycle w.r.t. Stores, Raw Material, Services, General Ledger Accounting.
- Processing payment as per due dates.
- Prepare GR/IR report with month end.
- Managing smooth month end closing with minimum error through strong internal checks & systems.
- Dealing with receivables & payable activities are performing accurately & timely.
- Preparing bank reconciliations.
- Monthly Closing with the Deadline.
- Preparing PF, OSL, Prepaid Expense, Salary Entry.
- Debtor Reconciliation & Vendor Reconciliation.

Grasim Industries Limited, GCD vilayat Project (Aditya Birla Group)

Junior Officer: - Finance and Accounts

Aug 2018 to Aug 2021.

Role & Responsibilities

- Handling complete Accounts Payable cycle w.r.t. Stores, Raw Material, Services.
- Prepare GR/IR report with 15 days.
- Processing payment as per due dates.
- Managing smooth month end closing with minimum error through strong internal checks & systems.

- Scrap payment receipt.
- Dealing with receivables & payable activities are performing accurately & timely.
- Banking operation work and Bank Reconciliation Statement Cash statement and Fund flow.
- Inter-unit transaction and reconciliation.
- Internal stock verification in quarter end.
- Preparing and checking Letter of credit documents and follow up with bank for due date confirmation
- Co-coordinating with banks for funding and Report to Deputy General Manager (Finance & Account).

Shubhalakshmi Polyester Ltd, Dahej

Account Assistant: - Finance and Accounts

Oct 2017 to Aug 2018

Role & Responsibilities

- Handed complete Accounts Payable cycle w.r.t. Stores, Raw Material, Services, General Ledger Accounting.
- Bank Reconciliation.
- Processing payment as per due dates.
- Record keeping, filling documents with DMS.
- Give payment details to vendor.

Suzlon Energy Ltd, Daman

Account Assistant : - Finance & Accounts

Oct 2015 to Oct 2017

Role & Responsibilities

- Passing of Invoices for Raw materials, Stores & Spares Supply, Services etc.
- Managing smooth month end closing with minimum error through strong internal checks & systems.
- Monthly tax invoice sent to HO.
- Preparation of monthly closing documentation.
- Payment process.
- Processing GRN's proper accounting.

ACADEMIC QUALIFICATION

- Diploma in Material Management from Indian Institute of Materials Management in the year 2019.
- M.COM passed from the Sardar Patel University, Anand in the year 2017.
- Post Graduate Diploma in Export/Import Mangement from The Indian Institute of Export in 2016
- B.COM (Auditing & Management Accounting) Passed from the Narmada College, Bharuch in the year 2014

Certifications:

- CDAC Certification Course of Tally ERP 9 in 2015.
- Institute of Cost Accountant of Indian Certification Course of Computer Training in 2015.
- Financial Management Professional from V Skills Solution.

Achievement:

- Employee of the month in Hindustan Speciality Chemicals Ltd.
- Employee of the month in Navin Flourine Advanced Sciences Ltd.

KEY SKILLS AND COMPETENCIES:

- Strong organizational Communications skills and time management skills.
- ERP module for Accounts & Finance (Banking, Account and Insurance).
- SAP HANA, Tally, MS-Office Tools, Outlook.
- Finance & Accounts, Receivables & Payables, Auditing & Assurance, Financial Review & Analysis, MIS, Statutory Compliance, Fund Management, Internal Controls & Systems.
- Project System

PERSONAL DETAILS:

Father's Name : Anurudh Kumar Yadav
Date of Birth : December 12th 1990
Nationality : Indian
Language : English, Hindi, Gujarati
Religion : Hindu
Marital Status : Married

DECLARATION

I hereby declare that the information furnished is true to the best of my knowledge.
Nikhil Yadav

Place : Bharuch, Gujarat
Date :