

CURRICULAM VITAE

TRUPTI S. PARMAR
B-47, PANCHVATI SOC.,
B/H.RAVIPARK,
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Don't compare yourself with anyone in this world. If you do so, you are insulting yourself.

Experience : As Below

- **Account Manager in Account department in Vedanta Solar since Jun-2024 to Aug-2024** Company is a leading distributor of Solar Panel Installation at Manjalpur, Vadodara.

Job Profile: ►

- ❖ Coordinating accounting functions with CA & company's management and programs, preparing financial analyses and reports, maintaining and reconciling balance sheet and general ledger accounts.
- ❖ Proficient in programs including Power Point, MS Office & Excel.
- ❖ Producing error-free accounting reports and present their results or assist with tax audits and tax returns and filling & should have good knowledge of GST and GST filling.
- ❖ Authorization financial documents such as E-invoices, E-way bill, SDN and other accounting documents.
- ❖ Managing the company's accounts payable & receivable to ensure on-time payment and receipt to overseeing the software system for financial needs.
- ❖ Completing bank reconciliations on daily basis & managing company ledgers.
- ❖ Coordinating internal and external audits, Verifying balances in account books and rectifying discrepancies, verifying bank deposits.
- ❖ Reporting on debtors and creditors, Handling accruals and prepayments.
- ❖ Monthly GST Payments / Returns GSTR 1 & GSTR 3B, GST Audit, TDS Returns, 26AS reconciliations.
- ❖ Monitor Revenue Bill booking and Receivable Management.
- ❖ Maintaining the accurate and timely processing of general ledger, reconciliation and journal entries
- ❖ Handling Bank transaction cheques received and issuing receipts as requested and monitoring bank funding transactions to avoid inconveniency amount funding.
- ❖ Ability to work without supervision in a busy environment, working to tight deadlines

- **Assistant Manager in Account & Finance in Ark Golden India Pvt. Ltd. since Nov-2023 to at May-2024.** Company is a leading manufacturer and exporter of Phenalkamines, Specialty Epoxy Hardeners and Epoxy Resins at Akota, Vadodara.

Job Profile: ►

- ❖ Analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- ❖ Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- ❖ Preparing financial documents such as E-invoices, E-way bill, SDN and accounts payable and receivable.
- ❖ Completing bank reconciliations on daily basis & managing company ledgers.
- ❖ Coordinating internal and external audits, Verifying balances in account books and rectifying discrepancies, verifying bank deposits.
- ❖ Managing day-to-day transactions, Encoding accounting entries for data processing.
- ❖ Reporting on debtors and creditors, Handling accruals and prepayments.
- ❖ Monthly GST Payments / Returns GSTR 1 & GSTR 3B, GST Audit, TDS Returns, 26AS reconciliations.
- ❖ Maintaining the accurate and timely processing of general ledger, reconciliation and journal entries
- ❖ Banking money and cheques received and issuing receipts as requested or needed maintaining and transferring money between bank accounts as required.

- **Senior Accountant cum Admin Executive in SHREE UMIYA CUTTERS PVT. LTD.** “since Jun-2017 to Oct-2023 is Material Trading Company at Head office Pratapnagar, Baroda.

Job Profile: ►

Account in

- ❖ Prepared Sales Invoice, Sales Labor Invoice & Performa Invoice.
- ❖ Payment Advice Entries against Invoice.
- ❖ Payment Follow up & Out Standing Payment Dues Mail Parties.
- ❖ GSTR1, 3B, TDS, TCS Online Filling.
- ❖ Prepared E-Way Bill & E- Invoicing.
- ❖ Banking Works like Cash Depositing, Cheque, Drafts, RTGS & NEFT.
- ❖ Managing Salary, Advance Salary, Loans
- ❖ Cash Handling for company’s day to day small expense & emergency medical expense.
- ❖ Maintain & manage company Light Bill and Telephone Bill & other government expenses.

Admin in

- ❖ Provides administrative support to ensure efficient operation of office.
- ❖ Answers phone calls, schedules meetings and supports visitors.
- ❖ Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- ❖ Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- ❖ Exhibits polite and professional communication via phone & e-mail.
- ❖ Supports team by performing tasks related to organization and strong communication.
- ❖ Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- ❖ Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- ❖ Provides information by answering questions and requests.
- ❖ Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- ❖ Contributes to team effort by accomplishing related results as needed.
- ❖ Prepared Report of Daily Dispatch Materials - like outward & inward material.
- ❖ Maintain Employee day to day attendance register for getting presentness of employees.
- ❖ Prepared Purchase Order & Quotation.
- ❖ Maintain Enquiry –Purchase Order register, Quotation register& Filing works.
- ❖ Purchase Order Check in Rate & Quantities.
- ❖ Miracle Software Systems in Entry of all purchase order & Sales Order.

- **Back Office Marketing Executive in STEELFUR SYSTEM PVT.LTD.** “since Mar-2016 to 31-May-2017 in An ISO 9001: 2000 & TQM Implement organization Certified Engineering Company at G.I.D.C., Makarpura Baroda.

Job Profile: ►

- ❖ Lead generate from various sources (India mart, project today, trade India, Google search, etc.)
- ❖ Customer inquiry handling, Inquiry understood than submit to technical & Dept.
- ❖ Follow-up to customer for drawing & Prepaid quotation in every stage.
- ❖ Coordinate with customer & MR by mail or call & arrange visit.
- ❖ Discuss with customer for techno commercials part at negotiation stage, follow up for order finalized and order final price negotiable with customer.
- ❖ Attended TQM meeting and Attend daily meet to Drawing Dept. & Marketing Dept.
- ❖ Maintained Self Evaluation Book.
- ❖ All works are done in ERP Software.
- ❖ Checked mails & prepared daily planning work.

- “**Sr. Office Executive**” in **POWERMECH ENGINEERS**, G.I.D.C, Makarpura Baroda from Oct-2014 to Feb-2016.

Job Profile: ►

- ❖ Tracking of Dispatch Material and Purchase & Cash Handling.
- ❖ Transportation arrangement for material dispatch
- ❖ Company Light Bill and Telephone Bill.
- ❖ Maintain Employee attendance register & Date base Register.
- ❖ Maintain All Office File (Like Purchase, Sales, Labour, Salary Register, etc.)
- ❖ Prepared Purchase Order & Quotation.
- ❖ Purchase Order Check in Rate & Quantities.
- ❖ ERP System in Entry of all purchase order & Sales Order
- ❖ Prepared Report of Daily Dispatch Materials.
- ❖ Prepared Sales Invoice, Sales Labour Invoice & Preform Invoice.
- ❖ Payment Advice Entries against Invoice.
- ❖ Payment Follow up & Out Standing Payment Dues Mail Parties.
- ❖ Online Form 403 & Form 402 generate.
- ❖ Banking Works like Cash Depositing, Cheque, Drafts and RTGS & NEFT.

- “JR. Officer” in Credit Card Department “since Feb-2012 to July-2012 in ICICI BANK, Land mark, Chakli circle, Baroda.
- 1 Month of Experience in Training for Bank of Baroda, Old Padra Road Baroda (From: Feb– 2011).
(**Job Profile:** Account Opening, Pass Book Entry, FD & Draft Create & Entry Etc.).

Personal Details : As Below

E-Mail ID : **truptiparmar1989@gmail.com**
Date of Birth : 27TH NOV, 1989.
Marital Status : MARRIED
Language Known : GUJARATI, HINDI, ENGLISH.
Nationality : INDIAN
Hobby : READING, MUSIC & TRAVELING

Educational Qualification : As Below

Sr. No.	EXAM PASSED	YEAR OF PASSING	BOARD / INSTITUTE
1	S.S.C.	March – 2005	G.S.E.B.
2	H.S.C.	March – 2007	G.S.E.B.
3	B.COM	May – 2010	Dr. TPGC

Add. Qualification : As Below

- ❖ Concept of computer course (CCC) in 2008.
- ❖ Accounting course Tally ERP9 in 2015.
- ❖ Miracle Software Systems.
- ❖ Accounting Tally Prime Edit Log Software.

Computer Knowledge : **Ms-Office (Word, Excel), E-mail & Internet.**
Strength : **Punctual, Confident, Self-determining, Loyal.**
Notice Period : **Immediate**
Expected : **As Per Industry Standards**

DATE :

SIGNATURE:

PLACE: BARODA, GUJARAT (INDIA).

(T.S. PARMAR)

Happiness is a voyage, not a destination. There is no better time to be happy than ... now! So Live and enjoy the moment ... ☺