

Dharti Vishnuswami

[Sr. Account Executive with 8 years of experience, pursuing M.Com]

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Professional Summary

More than 7 Years of hands-on experience in accounting in multiple industries. Currently working as Sr. Account Executive with proven track record of accounting capabilities at Poojara Telecom. Self-motivated and organized accountant looking for opportunities to widen my career horizon by supporting account related activities to the Organization.

Skills

- Tally ERP
- SAP-FICO
- Microsoft 2010 suit with proficiency in MS Excel (V-lookup, Pivot, H-lookup, Sumif etc.)
- Bank Reconciliation
- Expenses Monitoring & Management
- GST return & GSTR 2 Reconciliation
- MIS preparation
- Sales Support
- Stock Reconciliation & Records

Work Experience

Hariom Mobile Pvt Ltd (Poojara Telecom Pvt Ltd Group of Company): Hariom Mobile is a sister company of huge mobile retailer chain **Poojara Telecom Pvt Ltd**, which has more than 40 stores in Gujarat.

Working Period: October 2018 – Till Date (Senior Account Executive)

- Monitoring all offices across Gujarat as per terms & conditions and responsible for their agreements & payments
- Bank reconciliation for various dealers' accounts.
- Timely filing of GST return & GSTR 2 Reconciliation for the HOCL as well as Poojara Telecom.
- Expense booking of various accounts
- Auditing of Expenses
- MIS reports for monthly meeting

Shreemad Enterprise: Shreemad Enterprise is an owner-based company, which are dealers of Various Home appliances such as Samsung, Siemens and VU brands.

Working Period: May 2016 – October 2018 (Executive Accounts)

- Maintain all dealers' sales & purchase records in Tally ERP
- Organizing monthly meetings for dealers
- Prepare marketing activities for various schemes and circular for dealers to promote the product sale indirectly.
- Bank reconciliation for various dealers' accounts.
- Responsible for timely filing of GST return.
- Expense Booking of various accounts.
- Auditing of Expenses

Jyoti CNC Automation LTD: Jyoti CNC is Rajkot based leading manufacturing company of CNC Machines.

Working Period: February 2014 – May 2016 (Executive – Tool Room)

- Tool Store management
- Making GRN for inward tool materials
- Have an authority to issue new tools / equipment
- Maintain the records of sales & purchase of tooling and its equipment
- Purchasing tools of machine as per the specifications
- In concern of forecasting of production maintaining the stock of Tools and equipment
- Expense booking of various Accounts

Educational Qualifications

- BBA – 2013: First Class from Saurashtra University - Rajkot
- H.S.C.-2010: From Gujarat Higher Secondary Education Board
- S.S.C.-2008: From Gujarat Secondary Education Board

References

- Mr. Kamal Mandal
Manager - Machine Shop
Jyoti CNC Automation Ltd. - Rajkot kamal.mandal@jyoti.co.in
- Ms. Nidhi Rajveer
Account Head
Shreemad Enterprise - Rajkot nrajveer@gmail.com
- Ms. Devi Dadhaniya
CA Hariom Mobile Pvt Ltd- Poojara Telecom Group – Rajkot devidadhaniya@gmail.com

I hereby declare that above written particulars are true to the best of my knowledge and belief.

Dharti Vishnuswami
Sr. Executive – Accounts
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