



AAKASH BHATIYA

Accountant

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House No. 355, SHIBBANPURA, GHAZIABAD - 201001

Date of Birth: 08-04-1995



OBJECTIVE:

Looking for a challenging position for full time & part time in Accounting towards the development of dynamic organization & myself.

Professional Summary

- Over 7 years of total work experience in various industries like poultry feed, construction, and microfinance.
- Experience in managing office and site staff, enhancing analytical and interpretation skills.
- Played different roles such as Field Executive, Accounts Executive, and Accountant.
- Currently working as an Accountant/Operation Manager since November 2021
- Extensive experience in manual and computerized accounting including daily cash book maintenance, bank reconciliations, vendor's ledger reconciliation, and checking of all types of bills and transactions.
- Dealing with bank-related tasks, verifying vendor's payments, making provisions for all monthly expenses, daily stock position checking, and maintaining books of accounts.
- Regularly performed tasks such as filling of GST, TDS return & company's final account.

Soft Skills

- Communication
- Teamwork
- Problem-Solving
- Leadership
- Time Management

Technical Skills

- Basic Knowledge of Computer MS Office
- Manual Accounting
- Computerized Accounting
- Bank Reconciliation
- Vendor's Ledger Reconciliation
- Tally Prime
- Focus I
- Micro Finance Software (SMFA Own Software)



Career Timeline

- Nov 2021 - Present: Accountant/Operation Manager, Sahyog Micro Finance Association
- Oct 2020 - Oct 2021: Accountant, S P Constructions
- Apr 2017 - Aug 2020: Accounts Executive, Anmol Feeds Pvt. Ltd.
- Feb 2014 - Dec 2016: Field Executive, Blue Dart Express Ltd.

Core Competencies

- Analytical skills
- Office & Site staff management
- Monthly expenses provision
- Cash management
- Vendor payments verification
- Tracking of stock position

Work Experience

- Nov 2021 - Present: Accountant/Operation Manager, Sahyog Micro Finance Association (Ghaziabad, Uttar Pradesh - 201005)

Supported the ongoing day-to-day accounting tasks. Delivered financial reports on a monthly basis. In charge of loan and deposit accounts monitoring of the customers. Ensured reminders are sent for loan EMI & deposits installments.
- Oct 2020 - Oct 2021: Accountant, S P Constructions (Ghaziabad, Uttar Pradesh - 201002)

Provided full range of accounting, bookkeeping and financial management services.

Education

- 12th Passed: Passing Year - 2013, U.P. Board
- B.Com (2nd Year) Passed: Passing Year - 2015, C.C.S University Meerut, U.P.

Languages

- Hindi
- English

Hobbies

- Reading
- Listening Music
- Playing Chase
- Riding
- Travelling

Achievements

- Teaches others faced with the same work challenges.

Apr 2017 - Aug 2020

Accounts Executive

Anmol Feeds Pvt. Ltd. (Gurgaon, Haryana - 122102)

Worked on the financial management and account departments of the business unit. Established and maintained accounting procedures, analyzed and interpreted financial records.

- Introduce savings that exceeds costs.
- Derives satisfaction from team victories.
- Not averse to long hours when important work needs to be accomplished.

Feb 2014 - Dec 2016

Field Executive

Blue Dart Express Ltd. (Ghaziabad, Uttar Pradesh - 201001)

Involved in supply chain and e-commerce solutions.

Additional Information

1. Ability & dedication to do hard works.
2. Quick learning ability.