

# VIJAY PATODIYA

Accountant Executive  
14 Years' Experience



Bur Dubai, Dubai - UAE

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## **OBJECTIVE:**

Looking to seek a Responsible, Challenging and Rewarding position with a leading organization that ensures long-term Career development, Growth opportunities and welcomes initiative, dedication and demands excellence in consistently meeting business objectives and exceeding standards.

## **Key Skills:**

Bookkeeping  
SOA Reporting  
Accounts Payable  
Internal ledger Audit  
Custom Clearance  
Electronic Fund Transfer

Invoicing  
Petty Cash Reconciliations  
Bank Reconciliations  
Ageing Report  
Vat – Return Filling  
PRO Working

Stock Maintenance  
Accounts Receivable  
P&L Expenses Reconciliations  
Cash Book Management  
Import Export Operations  
Admin work

## **KEY RESPONSIBILITY:**

I have to maintained record of Bookkeeping.  
I have to manage Petty cash, transfer of amounts to different department of the company.  
I have to make payments to the vendors of the company.  
Making journal General entries in accounting software.  
Closing Cash, Bank transactions, Bank Reconciliation Weekly and closing of the Month.  
Reconciliation of Receivables and Payables,  
Comparison of Monthly Expenses.  
Maintained Sales Register & Purchase Register.  
Maintain the company's all data records properly.  
Manage electronic funds transfer.  
Salaries of the staff and statements of Advances.  
Assisted tax accountants in preparing tax returns and financial statements.  
Communicated with clients on a daily basis and ensured excellent customer service.  
Managed shipments and sales orders.  
Prepared invoices, expense reports, and payment memos.  
Compiled and analyzed company documentation for accuracy.  
Ensured good information workflow between tax preparers and management.  
Processed company documentation, such as invoices and payment checks.  
Managed all purchase orders and monitored company budget by controlling project expenses.  
Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.  
Completed the general ledger with payroll entries.  
Scanning & Uploading invoices Online for customers portal site.  
Prepare Employee Dues on Annual Vacation/ Emergency Leave, Contract Completion, Termination.  
Sending SOA to customer & follow up for payment by email and calls.  
Administrative responsibilities such as Bookkeeping, Accounts, System Administration, Clerical, Loan Section.

## **Professional Work Experience**

- ❖ Accounts Executive – **Al Mashweer Transport co.** Jebel Ali, industries Area 2, Dubai, UAE. 13<sup>th</sup> Nov 2021 to Till Date.
- ❖ Accountant – **Sharda Sales.** Kraft Paper, Kraft Cone paper Trading Company, Bhilwara, India - April 2018 to October 2021.
- ❖ Associates and working with **FCS Nitin Mehta and Associates** Insolvency Professional, Registered Valuer (SFA) & CCFA and **FCA Laxman Kumar and Associates.** 2016 to 2021.
- ❖ Accountant – **G. P. Cottfab Pvt. Ltd.** Manufacturing Suiting & Shirting Division, Bhilwara, India - June 2016 to Mar 2018.
- ❖ Accountant – **Inter-Liner Fze** Manufacturing and Trading Division, **Sharjah Airport International Free Zone (UAE)** - April 2013 to May 2016.
- ❖ Accountant – **Raghav Sulz-con Pvt. Ltd.** Manufacturing Suiting & Shirting Division, Bhilwara, India - April 2010 to March 2013.
- ❖ Practice Period – **Priya Choudhary & Associates (Chartered Accountant Firm)**, Bhilwara, India - April 2007 to March 2010.

## **Personal Skills**

Good all-round Financial Accounting knowledge.  
Multi-task efficiency, corporate banking, and finance.  
Confidentiality, time management, deadline, and detail oriented.  
Computer literacy: Microsoft Office (MS Word, Excel, and Power point)  
Good communication skills.  
Accounting Software (Tally ERP9, Tally ERP Prime and Exactly ERP)  
Able to multi – task and a flexible team member.  
Good interpersonal skills.  
Willing to learn new idea.  
Self-driven and goal oriented.  
Self-motivated & always seeking to learn and grow.

## **Educational Qualifications**

- ❖ B-COM

## **Personal Permanent Details**

- ❖ C/o Vikas Patodiya (Big Brother)
- ❖ House No. A-37, Gokul Vihar Colony, HaledRoad, Distt. Bhilwara, Rajasthan, India (311001)
- ❖ Date of Birth: 19/12/1986
- ❖ Hobbies: Listening Music, Making Good Friends.  
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