

## **CURRICULUM VITAE**

### **KALPESH C. BHAVSAR**

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**PROFESSION:** **Asst. Manager (Accounts)**

**OBJECTIVE:** To Build A Challenging Career As A Professional In An Organization That Offers Ample Opportunities Contributes.

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#### **PERSONAL DETAILS:**

Father's Name	: Chandulal G. Bhavsar
Present Address	: Daruwad Street, Gandevi – 396360 Dist – Navsari Gujarat
Permanent Address	: As Above
Date Of Birth	: 27 <sup>th</sup> April, 1982
Marital Status	: Married
Height / Weight	: 5.9 fit / 75 kg.
Nationality	: Indian
Languages Known	: English, Hindi And Gujarati
Hobbies	: Sports, Music, Reading

#### **EDUCATIONAL QUALIFICATION:**

- ✓ B. Com with Accountancy in South Gujarat University.
- ✓ M. Com (Part – 1) with Accountancy in South Gujarat University.

#### **ADDITIONAL PROFESSIONAL QUALIFICATION:**

- ✓ **SAP Training** For Accounting System In Voltas Ltd. (Doha Qatar)
- ✓ **Advance Ms Office** Course in Voltas Ltd. (Doha Qatar)
- ✓ **Basic First Aid** Course In New Medical Centre (U.A.E.)
- ✓ Certificate Course in **Tally**. (India)
- ✓ Certificate Course in **Ms Office, Excel, and Power point** (Basic) In Computer. (India)
- ✓ Passed **Gujarat Central Typing Exam** With Speed 50 Words Per Minute. (India)

## **WORK EXPERIENCE:**

### **1) N R AGARWAL IND. LTD**

Period : May-18 to Till Date  
Position : Asst. Manager –Accounts

#### **DUTIES AND RESPONSIBILITIES:**

- ✓ Preparing Daily Bank Position report and will sent to Head office.
- ✓ Handling Accounts Payable (Ensure that Vendor will get the payment timely, Reconciliation of Ledger).
- ✓ Handling Govt. Payment, i.e. PF/ ESIC/ Prof. Tax/ ETP Charges, Electricity Duty, Electricity Charges etc.
- ✓ Handling Petty Cash.
- ✓ Data Entry in Accounting System. (Cash Payment, Bank Payment, Invoice, Journal Voucher).
- ✓ Handling Monthly Salary for All Staff & Workmen and passing Accounting Entry in System.
- ✓ Dealing with the Bank and working through L/C, Bank Guaranty and Bill Discounting Facility.
- ✓ Bank Reconciliation at every month.
- ✓ Involving for Preparation of MIS.
- ✓ Passing Monthly Closing Entries and Working as per Audit requirements.

### **2) HEMANT ENTERPRISE: (INDIA)**

#### **AUTHORISED DISTRIBUTER OF :SHELL INDIA MARKETS PVT. LTD.**

Period : Jun-14 to May-17  
Position : Accountant Sr.

#### **DUTIES AND RESPONSIBILITIES:**

- ✓ Preparing Sales Invoice, involved in material dispatch, and follow up for collection.
- ✓ Data Entry of Purchase Invoice, tallying with Purchase order and making payment.
- ✓ Preparing Quotation and sending to Customers as and when required.
- ✓ Follow up with Customers & Debtors for Form Collection.
- ✓ Preparing the Quarterly Excise Return Data sheet and Upload in system.
- ✓ Preparing Monthly Salary for All Staff & Workmen.
- ✓ Passing Closing Entries and Working as per Audit requirements.
- ✓ Keeping of Records for All Financial Documents.
- ✓ Co-Ordination with Sales & Production team and giving the support.

3) **VOLTAS LTD (DOHA QATAR)**

Period : Oct-09 to Apr-14  
Position : Finance & Commercial Supervisor

**DUTIES AND RESPONSIBILITIES:**

- ✓ Well Known of **SAP & Tally**.
- ✓ Data Entry in Accounting System. (Cash Payment, Bank Payment, Journal, Invoice Incoming & Outgoing) and Proper Keeping Record of the Same.
- ✓ Daily Handling the Cash, Verifying the Cash Vouchers and Accounting properly, telling the Cash at Daily basis.
- ✓ Verifying Supplier's Credit Invoice, Properly Accounting and Making the Payment Timely. Telling supplier Ledger with Our Accounting System.
- ✓ Independent Handling Banking.
- ✓ Working through L/C (Letter of Credit) Schedule as Required.
- ✓ Passing Closing Entries (Monthly & Quarterly) and Working as per Audit requirements. Preparing Monthly, Quarterly & Yearly Reports. (Costing, Cash Flow, C&P etc.)
- ✓ Keeping of Records for All Financial Documents.
- ✓ Co-Ordination with Project Commercial Team for Monthly Billing to Main Contractor.
- ✓ Clerical Support with Team as Required.

4) **ACTCO GENERAL CONTRACTING CO. LLC. (U.A.E.)**

Period : Nov-04 to Apr-07  
Position : Store Keeper

**DUTIES AND RESPONSIBILITIES:**

- ✓ Receiving the Material as Per Purchase Order and Data Entry in System.
  - ✓ Coordinating with Project Team & Arranging the Material as per Requirement.
  - ✓ Coordinating With QA/QC & Site Engineers for Approval the Material.
  - ✓ Issuing the Material as per Instruct by Concern Engineers and Data Entry in System.
  - ✓ Keeping Proper Records of Goods Receiving and Issuing, Purchase Orders and Delivery Notes.
  - ✓ Doing Physically Stock Inventory and Making reports as required.
  - ✓ Timely Submit the Documents and Reports to Head Office as Required.
  - ✓ Controlling the Manpower for Assisting the Stores.
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