

Curriculum vitae

Rajeshkumar C.Vaja

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Objective

To take a challenging role on business operations as Business Analysis and give an efficient and effective solution that will help the organization to achieve the best.

solution in business and ultimately increase its productivity in market.

Seeking a career in accounting with a company, where I can apply my Understanding, skills and knowledge to assist in the growth of the company and my personal development.

Accounting Skills

- Well versed with all the accounting concepts.
- Good interpersonal and communication skills.
- Responsible for complex interaction with clients.
- Ability to work under pressure.
- Ready to handle complexity and ambiguity.
- Able to understand any minor or major mistakes in accounts.
- Maintaining good record of all accounts, which is understood by others.

Professional Experience

Working as Financial Officer in “NEHA PHARMA PV.T LTD.” Since 1st July, 2006 to 31st November, 2006.

Responsibilities

- Verify that all accounting related activities follow company standards.
- Presenting accounting issues and results to executive committees and upper management
- Stock Market Investment and Analyses in Stock.
- Presenting accounting issues and results to executive committees and upper management

Working as Sales Executive in BAJAJ LIFE INSURANCE CO.LTD.- Rajkot. Since 1st December,2006 to 30st September.2007.

Responsibilities

- New Business Resources.
- Selling Life Insurance Product.

Working as an Unit Manager in ICICI PRUDENTIAL LIFE INSURANCE CO.LTD.-Kodinar.Since 1st October, 2007 to 29th February,-2009.

Responsibilities.

- Recruitment of Insurance Advisor.
- Motivated, Maintained her/his goal in sales target, Appraisal and promoted his/her sales target.
- Handle the all team, and friendly team work.

Working as An Asst.Manager in MEHUL CONSTRUCTION.- Rajkot. Since 15th September-2009 to 31st March-2011.

Responsibilities.

- Multi Function Works like,
- New Business Recourses,
- Accounting, Financial Controlling, Budget Controlling.
- Handle the all vendors, and understand his problem and short out his problem.
- Reporting the daily, weekly and monthly Accenting Statement.

Working as an Account Manger in LORDS HOTELS & DEVLOPERS LTD.- Somnath. Since 1st April,2011 to 31st March-2012.

Responsibilities.

- Reviewing, compiling and financial information.
- Maintaining day-to-day cash inflows and outflows.
- Prepare and review budget.
- Maintaining, controlling the expenses of the company.
- Reporting the daily, weekly and monthly fund statements.
- Interacting with internal and external auditors in completing the audits.
- Completing all the activities on same day without keeping any pending works.
- Verify that all accounting related activities follow company standards
- Presenting accounting issues and results to executive committees and upper management
- Managing the account budget and invoice with the client.
- Handle all Taxes(like VAT, Income Tax,Luxary Tax) for all firm then accounting in finalization stage.

Working as an Account Manager in CHANDAN WOODEN WORKS,-Rajkot, Since 1st June,2013 to till date.

Responsibilities.

- Reviewing, compiling and financial information.
- Maintaining day-to-day cash inflows and outflows.
- Prepare and review budget.
- Maintaining, controlling the expenses of the company.
- Reporting the daily, weekly and monthly fund statements.
- Interacting with internal and external auditors in completing the audits.
- Completing all the activities on same day without keeping any pending works.
- Verify that all accounting related activities follow company standards
- Presenting accounting issues and results to executive committees and upper management
- Managing the account budget and invoice with the client.
- Handle all Taxes (like GST,TDS, Income Tax) for all firm then accounting in finalization stage.

Personal Traits

- Confidence
- Willingness to Learn New Things
- Good communication skills
- Straight forward to work
- Quick learner

Achievements

- NCC 'B' Certificate. NSS Certificate
- "A" Grade in Intermediate Drawing Examination.-Gujarat State.

Qualification

- MBA from N.R.Vakariya Inst.of Bussiness Mgt.-Junagadh (Saurashtra University-Rajkot). Specialization in Finance.
- B.com from SMT.M.T.Dhamsaniya Commerce Collage.-Rajkot.(Saurashtra University –Rajkot).Specialization in Accounts & Auditing.

Computer skills

- Basics (MS-Word, MS-PowerPoint, MS-Excel) Internet Concepts, Ms-Access.
- Many accounting software(Shree Sava,tally,IDS)
- GST Retunes Failed in GST Site.

Projects

- Summer Training on all functional department of Gujarat AmbujaCement Ltd. – Ambuja Nagar(Kodinar),
For 45 days after MBA-II Sem.2005.
- Final Training in Prudential ICICI – Jamnagar for period of 60 days after MBA- III Sem.in 2006.

Personal Information

- Full Name: - Vaja Rajeshkumar Chimanlal
- Address: - Chamunda Krupa,
Behind Super Wolga, Gondal Road,
Kothariya,Rajkot.
- DOB: 29/08/1983
- Marital Status: - Married
- Language Know: - Gujarati, Hindi, English
- Hobbies: - Reading, play Chess & Cricket, Showing Movies, and Make a new Friend.