

Vishal Wadkar

Ahmedabad, Gujarat

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8511971825

96 2291 Gujarat Housing Board Meghaninagar Ahmedabad 380016

Willing to relocate: Anywhere

Work Experience

Officer accounts and stock

Richfeel Health & Beauty Pvt Ltd - Ahmedabad, Gujarat

March 2018 to March 2020

- Day to day accounting entries.(purchase,sales,recepit,payment etc.)
- Prepare invoice.
- Day to day bank deposition.
- Day to day physical stock counting and follow excel sheet.
- Inward outward entries.
- Creat credit note.
- Maintain debtors and creditors.
- Explain product counselling.
- Petty cash handling.
- Maintain CRM, altius software
- Day to day reporting.
- Prepare MIS.
- E-way bill.
- GST
- TDS

Accountant Officer

Malhaar contractions - Ahmedabad, Gujarat

October 2017 to November 2017

- Purchase, sales, receipt, payment, contra entries in tally erp.
- Bank reconciliation.

Accountant officer

AGS PVT LTD - Ahmedabad, Gujarat

April 2017 to August 2017

- Purchase, sales, payment, receipt entries .
- Prepare invoice .
- Bank reconciliation .

Cashier

RELIANCE MARKET - Ahmedabad, Gujarat

January 2016 to December 2016

- Billing

CSR (Customer Service Representative)

Vodafone Call center - Ahmedabad, Gujarat
October 2014 to May 2015

Education

Bachelor's in B. Com

Gujarat university - Ahmedabad, Gujarat
July 2013 to November 2017

Skills / IT Skills

- Tally erp 9, MS Office, c language (5 years)
- Tally (4 years)
- Accounting
- Tally
- Tax experience
- Communication skills
- Microsoft Excel
- ERP systems

Awards / Achievements

Richfeel Health and Beauty pvt Ltd

October 2019
Gold coin achieve