

## Curriculum Vitae



**Sharma Jaydip Babubhai**

**E-mail:**

[Sharmajayu211@gmail.com](mailto:Sharmajayu211@gmail.com)

**Contact Number:**

Ind no: - +918980442777

**Address for Correspondence**

Po: - Janod,

Ta: -Balasinor, Dist: -

Mahisagar PIN: - 388255

**Personal Data**

**Name:** Sharma Jaydip B

**Father Name:** Valand Babubhai

**Date of Birth:** 24.2.1987

**Gender:** Male

**Marital Status:** Married

**Nationality:** Indian

**Passport No:** K5397124

**Languages Known**

- ✓ English
- ✓ Hindi
- ✓ Gujarati

## Experience summary

Accountant offering over 6+ years' experience in Account reconciliations, payment processing, journal entries, data entry, billing and collections. Outgoing, with strong communication skills and a creative talent for cultivating rewarding relationships with customers, peers and supervisory staff. Dynamic learner with facility for rapidly mastering new modalities. Highly competent in MS Office, wards, Oracle, and other various accounting programs.

Currently working as an as Finance Executive.

with **NATIONAL HIGH-SPEED RAIL CORPORATION LIMITED, Ahmedabad, Gujrat**

## Career Objective

To achieve sustainable and result oriented competitive landmarks in all my professional endeavors and to be able to derive learning and enjoyment from roles assigned with an ability to meet deadline and maintain high performance standards.

## Academic Chronicle

- ✓ Bachelor Degree in Computer (B.C.A) from Monad University (U.G.C) Hapur, Uttar Pradesh, India, 2014 with Pass.
- ✓ 2007 Completed 12th COM from V.V. NAGER T.V. PATEL SCHOOL, affiliated to G.S.E.B., Gandhinagar.
- ✓ 2004 Completed 10th S.S.C from Kevadiya Colony, SARKARI MADHAYMIK HIGH SCHOOL, affiliated to G.S.E.B. Gandhinagar.

## Employment History

Organization	Designation	Duration
NATIONAL HIGH-SPEED RAIL CORPORATION LIMITED, Ahmedabad, Gujrat	Finance Executive	July 2019 as on Present
Tent City Narmada kevadiya colony, Gujrat	Accountant	Dec- 2018- Apr -2019
Mangal Trading co LLC, Dubai	Accountant	Aug 2017- Sep-2018
Mangal Trading co LLC, Dubai	Accountant	Jan 2014- Sep-2016
Famous vitrified Private Limited, Morbi, Gujrat	Assistant Accountant	Feb2013- Dec-2013

## Key Accountabilities

- Invoice creation
- Payroll preparation
- Staff supervision
- Report preparation
- Detail oriented
- Team player

**IT Expertise****Software Platform**

Tally E.R.P. – 9, M.S Office

**Operating System**

Windows XP/Vista/Windows7/Windows 8.1

**Tools Expertise**

- ✓ M.S Office
- ✓ Photo Shop
- ✓ Internet Applications
- ✓ Visual programming, JAVA, ORACLE, M.S. ASSECE.
- ✓ Tally ERP 9.0, SAP

**Comprehensive Work Experience**

<b>Finance Executive</b>	
<b>Organization</b>	<b>NATIONAL HIGH-SPEED RAIL CORPORATION LIMITED</b>
<b>Location</b>	<b>Ahmedabad, Gujrat</b>
<b>Period</b>	<b>July 2019- Present</b>
<b>Role</b>	<b>Executive Finance</b>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Experienced in preparing monthly financials like Trial Balance, Profit &amp; Loss a/c, Balance Sheet, Cash Flow statement.</li> <li>• Making purchase, sales and other expense entries in Tally</li> <li>• Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement.</li> <li>• Handling receivable and payable matter of clients</li> <li>• Experienced in controlling Debtors &amp; Creditors and preparation of debtors &amp; Creditors Outstanding list and reporting to Management.</li> <li>• Manage daily finance and accounting operations to support business activities and the organization growth together with the Finance Manager.</li> <li>• Manage monthly closing with overseas offices and entities</li> <li>• Expertise in Preparation of monthly Bank Compliance Report.</li> <li>• Checking and preparing of contractual bills (In house and works contract both).</li> <li>• Preparing and maintaining proper records of measurement books and BoQ of Running account invoices</li> <li>• Initial calculation checking of Electrical proposal / estimates / variation / utility shifting work.</li> <li>• Communicating and coordinate with various government organisations i.e. Railway offices office etc. for utility shifting work.</li> <li>• All other work as assigned by senior officers' time to time.</li> </ul>

Date:

Thanking You,

Place:

Yours truly,  
Sharma Jaydip