

CURRICULUM VITEA

GAUTTAM GILRA



**Permanent Address: #1110,
Phase-3, Model Town,
Bathinda (Punjab)**
Pin Code-151001
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Phone: +919463374665

CAREER OBJECTIVE

To be a part of an organization that offers me challenging work, vibrant and team oriented environment. I would like to be part of an organization that provides me various opportunities to grow along with the organization and enjoy a good learning experience.

EDUCATIONAL QUALIFICATION

PROFESSIONAL ACADEMIC QUALIFICATION

DEGREE/CERTIFICATE	SCHOOL/COLLEGE	YEAR	BOARD/UNIVERSITY
M.B.A. (Finance)	Sine Soft Education Center	Oct,2010	Sikkim Manipal University
B.A	D.A.V College , Bathinda	March, 2007	Punjabi University Patiala
12TH COMMERCE	M.S.D ser sec School, Bathinda	March, 2004	Punjab School Education Board , Mohali

COMPUTER PROFICIENCY

- M.S. Office i.e. M.S. Excel, M.S. Word & Internet etc.
- Busy, ERP 9, Sap

KEY SKILLS

- Keeping accounts of customer accounts (Debtors).
- Keeping accounts of customer accounts (Creditors)
- Bank Reconciliation Statements.
- Trial Balance (Ledger Balances)
- Trading, P& L Account, & Balance Sheet.

- Expenses Reporting.
- Insurance Eligibility verification.
- Claim appeal procedures.
- In-depth knowledge of basic insurance policies
- Managing Vendor Accounts.
- Self-confidence with 'never say no' attitude.
- Team Work Ability.
- Always ready to learn and gain more knowledge.

EXPERIENCE & JOB FUNCTION

✓ **Currently working with VARDHMAN POLYTEX LIMITED (Oswal Group Corporate) in Ludhiana as Executive Accounts from Aug 2021- Till date**

- Vendor Ledger Reconciliation month to month basis.
- Calculation of vendor Interest.
- Month End stock variation.
- Comparing of quotation received from outside parties and from our internal purchase team.
- Checking of Discount Policies.
- Processed all incoming insurance claims
- Accurately process claims with focus on resolving underpaid or denied claim.
- Answered queries on policies, coverage and claims.
- Reviewed and authorized insurance claim with pre-established limit

✓ **Worked in PUNJAB SPINTEX LTD in Bathinda as Accountant from Dec 2010 to July 2021.**

- Making & Submitting of GST Return (Gstr-1, Gst-3B2), Eway Bill, E-invoice & TDS Return (26Q, 27EQ, 24Q) Procedures.
- Processing Invoices with Corresponding.
- Dealing with supplier enquires, keeping customer accounts.
- Reconciliation Monthly Supplier statement and issues of Payment
- Reconciliation Journal Entries, Purchase A/c, Sale A/c, Expense A/c, Other Purchase of Fixed Assets.
- Bank Reconciliation Statement, Checking Recorded and banked remittances from customer.
- Petty cash handling & employee salary payment.
- Payments, Receipt, and Tax Report Preparation.
- All Store record maintain in Busy.

PERSONAL DETAILS

Father's Name : **Mr. Jagdish Chander**
Mother's Name : **Mrs. Bimla Devi**
Date of Birth : **29th June 1986**
Marital status : **Married**
Languages Known : **English, Hindi & Punjabi.**
Nationality : **Indian**

DECLARATION

I hereby declare that the above mentioned information is correct Up to my knowledge and I bear the responsibility for the Correctness of the above mentioned particulars.

Dated

(GAUTTAM GILRA)