

CURRICULUM VITAE

VIKAS KATARIA

House No.310, Ward No.4, Lakkar Mandi,
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OBJECTIVE

A challenging growth orientated position in a progressive organization where my skills are effectively utilized for organizational success and personal development as well as self- actualization

TOTAL WORK EXPERIENCE : 10 YEARS

❖ COMPANY 4st M/s Goomo Orbit Corporate & Leisure Travels (I) Pvt. Ltd.
Branch office Ludhiana. Head Office Mumbai.
(Leisure, Travels & Tourism)
DESIGNATION. Executive Accounts
JOB PERIOD May 2016 to till date

EXPERTISE AREAS

ACCOUNTS

- ✓ Generating Commercial Invoices online in CRM base Software/Updating Charge summary & all accounts working in Microsoft Dynamics NAV.
- ✓ Collection
- ✓ Maintaining the books of accounts up to finalization
- ✓ Responsible for preparing Outstanding statement on weekly basis.
- ✓ Responsible for maintaining books for Ludhiana branch
- ✓ Preparation of payment vouchers and processing same by checking the supporting documents,
- ✓ Preparation Receipt and payment vouchers, petty cash vouchers
- ✓ Bank Payable / Bank Receivable.
- ✓ Responsible for relating to administration work.
- ✓ Responsible for making customer /vendor accounts master in NAV.
- ✓ Responsible for refunding to Client.
- ✓ Preparation Petty cash certificate / Handling Petty Cash.
- ✓ Preparation Journal voucher in NAV & Recording of all day to day activities.
- ✓ Preparation of Outstanding statements & collection of payments.
- ✓ Follow-up on daily basis with salesperson for balance collection.
- ✓ BT forms & other packages approval from HO.
- ✓ Preparation daily zero hours reporting.
- ✓ Preparation daily depositing file.
- ✓ Preparation Sales Register /Purchase Register in NAV.
- ✓ Coordinating with officials of other Divisions as well as internal Auditors.
- ✓ Bank Reconciliation Statement.
- ✓ Connection with bank regarding deposition cheques, cash and payment thereof.

❖ COMPANY 3st **M/s Versatile Enterprises Pvt. Ltd., Ludhiana.**
(Manufacturer of Garment & Fabric)

DESIGNATION. Executive Accounts

JOB PERIOD June 2011 to May 2016

EXPERTISE AREAS

ACCOUNTS

- ✓ Generating Commercial Invoices for the purpose of Export and Domestic.
- ✓ Online Filling of Transport Forms.
- ✓ Preparing Sales Register/Purchase Register.
- ✓ Preparing Debit note Register/Credit note Register.
- ✓ Preparing Journal Register & Recording of all day to day activities.
- ✓ Auditing all challans related to job work.
- ✓ Preparation of various reconciliation statements like party, Bank and Intercompany.
- ✓ Preparation of Outstanding statements & collection of payments Follow up with the Vendor..
- ✓ Coordinating with officials of other Divisions as well as internal and external Auditors.
- ✓ Preparation of the details of VAT, TDS, Service Tax Amounts.
- ✓ Follow-up with Garment deptt. of necessary documents for bill passing.
- ✓ Approval all bills from Quality Deptt. & User.

BANKING

- ✓ Bank Reconciliation Statement.
- ✓ Connection with bank regarding deposition cheques, cash and payment thereof.

ADDITIONAL KNOWLEDGE

- ✓ To maintain stock inventory in tally system.
- ✓ Indent verification on the stock basis. Inventory Stock taking.
- ✓ Preparation of payroll of the employees in Tally ERP9.

❖ COMPANY 2st **M/s Little Bee Impex,Ludhiana.**
(Manufacturer of Honey Product)

DESIGNATION. Executive Store

JOB PERIOD June 2008 to 2011

EXPERTISE AREAS

STORES

- ✓ Working on ERP based Software.
- ✓ Prepare MRNs in ERP system of all companies.
- ✓ Approval of bills from Quality Deptt. & Users.
- ✓ Handling Excise bills & Clearance from Excise deptt.
- ✓ Coordination with accounts deptt. / departments of all companies Checking of **INDENTS, RGP'S & NRGP'S** on Computerized.
- ✓ Issue Debit Notes towards shortage, over charged & rejected material. Documentation related to store.
- ✓ Physically counting & verification i.e. Machinery. Spare-parts, electrical goods & Consumable goods.
- ✓ Preparing Indents/ Punching issuing slip in ERP.

PROFESSIONAL QUALIFICATIONS

<u>Sr.No.</u>	<u>Qualification</u>	<u>Institute</u>	<u>Period</u>	<u>Grade</u>	<u>Year</u>
1.	Advanced Technologies in ERP- Finance (SAP)	K2 Solutions,SCO-6, 1 st Floor, Novelty Plaza,Bhari Wala Chowk,Ferozepur Road,Ludhiana	Three months	"A"	2014
2.	DCA	Sunstar Computer (Regd.) An Institute Of Computer Science, Ludhiana	Six months	"A"	2005
3.	Diploma in Manual Accounting Course.	Star College of Commerce Regd. Ldh. Recognized Centre of :(Pitam's College, London)	Six months	"A"	2004

STRENGTH

1. Spirit to Work Hard
2. Well Disciplined
3. Positive Attitude
4. Team Player

PERSONAL DETAIL

Father's Name : Sh. Mohinder Singh
Marital Status : Married
Hobbies : Dancing, listening Music.
Date of Birth : 25th October 1985

DECLARATION

The above information is true to the best of my knowledge and belief. If given a chance it will be my endeavor to perform my duties to your satisfaction and for the betterment and progress of the organization.

Date:-

Place:- Doraha


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