Vilas Sunil Naik  
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**Career Objectives**  
Seeking for a challenging career in accounting assistant to contribute with my interpersonal skills and subject knowledge. and gaining experience in the field to increase the growth and profit of the organization along with developing my knowledge and accounting skills.  
  
**Professional Profile**  
  
Building Accounting professional with graduate degree in Bachelor of Commerce from university of Mumbai. Consistent academic record with good interpersonal skills and willing to learn new concept quickly for achieving best results. Motivated, self-starter with passion to succeed and desire to excel.

**Education**

* Bachelor of Commerce from University of Mumbai in 2013-14.
* Class 12th (Commerce Stream) from University of Mumbai in 2005-06.
* Class 10th from University of Mumbai (Mumbai Board) in 2002-03.

**Organizational Experience**

From December 2019 till Present working with Wellness Forever Medicare Pvt Ltd; as an Jr.Accounts Assistant  
  
Roles:

* Preparing monthly Bank Reconciliation and Credit Card settlement Statement.
* Maintain cash transaction & petty cash book
* Handling Payment & Receipt Vouchers.
* Day to day cash & bank transactions
* Bank reconsilation daily basis.
* Co-ordinating with stores for Cash, UPI, IMPS, NEFT and Credit Card related queries.
* Daily basis Collection, Payment entry doing in system

From November 2015 till October 2019 worked with V R Accounting Solutions Private Limited; as an Accounts Assistant  
  
Roles:

* Preparing monthly Bank Reconciliation Statement.
* Maintain cash transaction & petty cash book, preparing cash.
* Handling Payment & Receipt Vouchers.
* Entering Sales Entries.
* Preparing Monthly Outstanding List.
* Preparing Billing (Visual Accounts, Visual Impex & Winsoft)
* Bank, Debtors & Creditors Reconciliation.
* Day to day cash & bank transactions.

From June 2013 to October 2015 worked with with Asian Paints Pvt. Ltd as a Data Entry Operator Worked (SAP)

Roles:

* Handling Project Sales Process.
* Maintaining all Dealer Invoice details & Outstanding.
* Entering Dealers Order.
* Handling Stock Information & Accounts related Problems.

From January 2013 to May 2013 Worked with Nicholas Piramal as an Accounts Assistant (SAP)

Roles:

* Entering Daily Petty Cash Vouchers.
* Preparing Monthly Bank Reconciliation Statement.
* Handling Payment & Receipt Vouchers.
* Entering Sales & Purchase Entries.
* Preparing Monthly Outstanding List.
* Preparing MIS Reports.

**Skills**

* Knowledgeable user of Microsoft Office applications, including Excel
* Full-cycle bookkeeping skills, including payroll, taxes, accounts payable, accounts receivable, and bank reconciliation
* Experienced in billing and making collections calls
* Processes cash receipts and bank deposits
* Experience of working on SAP.
* Quick learner.
* Loyal towards work and duties.
* Can work under stressed condition.
* Good communication skills.

**Technical-Skills**

* Internet Application
* Basic knowledge of MS Office : MS Word, MS Excel
* Emailing
* Basic In hardware
* V lookup, H lookup, Pivot table

**Personal Details**

Date of Birth : 11th August, 1987  
  
 Home Address : Room No. 38, Indra colony pipeline, B. R. Road, Mulund (west), Mumbai - 400080  
  
 Language Known : English, Hindi and Marathi

Location Preference: Mumbai

This is certify that the above given information is true to the best of my knowledge.

Yours truly  
  
  
(Vilas Sunil Naik)