

8655204853

guptavijay3912@gmail.com

Mumbai, Adarsh Nagar Society
Kandivali East

EDUCATION

Bachelor of Commerce

University of Mumbai, India, Mumbai
2022 - 2023

Higher secondary school

University of Mumbai, India, Mumbai
2019 - 2020

Secondary School Certificate

Maharashtra Board, India, Mumbai
2017 - 2018

SKILLS

- Communication
- Teamwork
- Leadership
- Problem-solving
- Creativity

HOBBIES

- Traveling
- Photography
- Video games

LANGUAGES

- Hindi
- English
- Marathi

VIJAY GUPTA

PROFESSIONAL SUMMARY

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting.

EXPERIENCE

- January 2023 - Now

Account Payable (Axis Bank)

BDG & Co LLP / India, Mumbai

During my time at BDG & Co LLP, I had the opportunity to work as an Account Payable (Axis Bank) at Axis Bank. In this role, I was responsible for managing and processing all accounts payable transactions for the company, ensuring accuracy and timely payments

- Processed invoices and employee reimbursements
- Managed vendor relations and resolved payment discrepancies
- Maintained accurate records and reconciled accounts
- Ensured compliance with company policies and procedures
- Streamlined payment processes resulting in cost savings.
- Vouching for the bill (TDS, TCS, 206AB, 206AA, LDC and etc.)
- Checking for the MIS Report
- Checking for the Annexure Outstanding Report
- Checking for the Revenue data for a finance.

CUSTOM

- 2022 - 2023 / India, Mumbai

Computer Knowledge

1. Well knowledge of computer for Internet

surfing / searching and gathering

Information and fare knowledge of MS Office.

2. accounting purchasing, bill selling, GST tax Tally prime.