

Curriculum Vitae

KUNAL BHATEJA

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Sharjah-UAE

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E-mail ID : bhatejakunal@gmail.com
Gender : Male
Marital Status : Married

Carrier Objective

To be an effective and efficient team member of your esteem organization who is looking for growth oriented opportunities in your organization.

Personal Details

Date of Birth : Jan 19th 1992.
Nationality : Indian
Present Company : Focus Global Metal & Scrap Tr. LLC
Languages Known : English, Hindi & Punjabi

Educational Qualification

Schooling

- S.S.C. from D.A.V Public School, in the year of 2008 : 62.40 %
- H.S.C from Mukat Public School, in the year of 2010 : 69.00 %

College

- B. Com from Panjab University (Post Graduate Govt College-46, Sec-46, Chandigarh) in the year of 2013 : 1st Division
- MBA (Finance) from Panjab University in year of 2016 : 1st Division

Carrier Progression

Modern Forgings & Alloys Industries,Vadodara (Gj.) : 22.06.2013 to 12.09.2016
(Accounts and Purchase Assistant)
Raja Fat and Feeds Pvt Ltd : 08.11.2016 to 05.06.2017
(Accounts Executive)
Almasah Al Fadijah Metal Scrap Tr. LLC : 15.02.2018 to 14.02.2020
(Cashier and Accountant)
White Traingle Metal Smelting and Moulding LLC : 25.03.2020 to 24.03.2022
(Accountant)
Focus Global Metal and Scrap Tr LLC : 01.04.2022 to till date
(Cashier and Accountant)

Work Profile at Modern Forgings and Alloys Industries (India)

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Reconciliation of Bank Statement at the end of month.
- Experience of working on Financial Accounting Packages (Modified Version-tailor made).
- Tactful in maintaining sound & friendly relation with Suppliers and Staff.
- New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
- Ensure the quality & quantity of material purchase at site.
- Negotiating with the vendors for Rate, Delivery and Payment Terms.
- Discuss issues with reporting manager immediately.
- Developing reports on procurement and usage of material for top management.

Work Profile at Raja Fat and Feeds Pvt. Ltd. (India)

- Enter posting of Sales, Invoice Challans & journal voucher.
- Working on Financial Accounting Packages (Tally ERP).
- Maintain proper documents like price list, Discount Structures to help him in finding out best possible market.
- Creating different reports as required by Management.
- Improving job quality & speedy work process.

Work Profile at

- Almasah Al Fadijah Metal Scrap Tr. LLC (UAE)
- White Traingle Metal Smelting and Moulding LLC (UAE)
- Focus Global Metal and Scrap Tr. LLC (UAE)

- Enter posting of Sales-Purchase Invoices, Cash and Bank Transactions Etc.
- Proficient in management activities involving planning, preparing invoices & purchase documents and managing the entire operations pertaining to accounts payables and receivables.
- Maintain Daily cash in hand & petty cash book with day to day cash transactions.
- Maintaining Sound relations with Buyers and Sellers.
- Working on Financial Accounting Packages (Tally ERP).
- Good writing skills in making Contracts, Performa Invoices, Sale-Purchase Agreements etc in MS-Office and creating different reports as required.
- Preparing and following up of Bills Receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control. Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.
- Taxation: Preparing monthly VAT Input-Output Statement and forwarding to the head office for consolidation and filling returns.
- Regular Reminder about the Due payments to Buyers to Pay Offs.

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

Thanks and Regards

Kunal Bhateja