

VISHAL CHHABRIYA

Financial Accounting | Bookkeeping Service | Audits |

📞 8208578071

@ vishal.chhabriyaa@gmail.com

📍 Nagpur

🌐 <https://www.linkedin.com/in/vishal-chhabriya-9307361a2>

SUMMARY

Accounting Professional With Experience Over 6 Years In Managing Financial Records, Bookkeeping, Audits, & Financial Analysis. I've Worked With Private limited Companies And CA Firms, Knowledge Of Tally Softwares, ERP System, QuickBooks, Zoho Books, Excels. Full Cycle Bookkeeping- Handling Accounts Payable/Accounts Receivables, Banks Reconciliations, & General Ledger Maintenance, Taxations, Cash Flow Statements, Stock Statements.

EXPERIENCE

Senior Accountant

Confidence Petroleum India

📅 02/2025 - Present 📍 Nagpur

Manufacturing Of LPG Cylinder All Over India

- Ledger Reconciliation
- Bank Reconciliation
- Responsible For GRN/SRN
- Responsible For Purchase Entry
- Responsible For Purchase Order And Work Order
- GSTR-2B Reconciliation
- TDS Reconciliation
- MIS Report
- Vendor Payment Through NEFT/RTGS
- Vendor Registration
- Responsible For All Work Related To Accounts Payable Department.

Senior Accountant

Sangita Sales Private Limited Nagpur

📅 07/2021 - 01/2025 📍 Nagpur

Supplier For Coal In India

- Managed ledger and stock reconciliation.
- Processed billing with E-invoices and generated E-way bills.
- Handled all entries related to account payable and receivable.
- Prepared documentation for Letters of Credit (LC).
- Processed payments through NEFT and RTGS.
- Responsible for vendor registration.
- Prepared monthly reports including payment and account reconciliations.
- Working Of Freights Payments.
- Payment Followup.
- Internal Auditing.
- Prepare MIS Reports.
- Gst Reconciliations.
- GST Registration.
- TDS Reconciliations.
- Responsible For Purchase Orders, GRN/SRN Entries, Purchase, Sales, Expense Entries.
- Assite Manager In All Aspects Of Business Operations.

Account Executive

Khemka Motors Pvt Ltd Nagpur

📅 01/2019 - 12/2019 📍 Nagpur

Delarship Of Bajaj Auto In Maharashtra

- Responsible for bookkeeping including basic accounting.
- Handled account payable and receivable related entries.
- Maintained cash book on a daily basis.
- Prepared documentation and journal entries.
- Performed account reconciliation and cash reconciliation.

KEY ACHIEVEMENTS



Extra Miles Award

Awarded By Sangita Sales Pvt Ltd



Employee Of The Month

Awarded By Sangita Sales Pvt Ltd

SKILLS

Bookkeeping

ERP

Microsoft Excel

Microsoft Power Point

Microsoft Word

Tally ERP

Gmail

MS CIT

Quick Book

Zoho Books

Host Books

INTERESTS



Personal Interests

Enjoys travelling, Blogging, and Writing poetry.

EDUCATION

SSC-65%

Umiya Shankar Narayanji High School

📅 04/2012 - 04/2014 📍 Nagpur

HSC-67%

Baba Nanak Sindhi Hindi College

📅 04/2014 - 04/2016 📍 Nagpur

Bachelor Of Commerce-8.25 CGPA

VMV College Nagpur

📅 06/2016 - 06/2019 📍 Nagpur

Master of Business

Administration(Finance)-78%

Jhulelal Institute Of Technology Nagpur

📅 06/2019 - 06/2021 📍 Nagpur

COURSES

Accounting Fundamentals:-By Corporate Finance Institute(CFI).

EXPERIENCE

Data Entry Operator

Kataria And Associate

📅 03/2018 - 12/2018 📍 Nagpur

Data Entry operator position at Kataria And Associate

- Data Entry Work
-

Cashier

Shiv Shankar Trading Company

📅 05/2014 - 12/2017 📍 Nagpur

Distributor Of Woollen In Maharashtra

- Responsible For Daily Cash Handling
- Responsible For Bill Making
- Responsible For Counter Handling
- Responsible For Bank Related Work
- Responsible For Vendor Payment,Cash Collection
- Responsible For Data Entry Work