



MADHAVI OZA

SENIOR ACCOUNT EXECUTIVE

Seeking a Senior Account Executive position where I can leverage my financial expertise to tackle complex challenges, develop practical solutions, and drive operational cost reductions.

Committed to delivering results that enhance client satisfaction and contribute to the organization's success

JOB EXPERIENCE

ADIT MICROSYS PVT. LTD. - AHMEDABAD

Sr. Account Executive

Sep 2022 to Present

- **Audit & Regulation:** Participated in internal and external audit processes, maintaining compliance and fostering relationships with auditors and stakeholders.
- **Taxation & Payroll:** Handled PF, ESIC, PT, TDS, GST filings, and quarterly TDS returns, ensuring compliance with deadlines. Managed monthly payroll, processing employee salaries on time.
- **Accounts Payable:** Managed end-to-end Accounts Payable, including PO reconciliation, invoice processing, and statement reconciliation. Ensured timely vendor payments and employee reimbursements.
- **Invoice & Billing Management:** Generated invoices for debtors and entered bills in books received from creditors
- **Accounts Receivable Management:** Managed daily cash applications for multiple bank accounts, ensuring up-to-date records and accurate payment statuses
- **Data Verification & Reconciliation:** Performed regular audits and reconciliations to verify payment entries and resolve discrepancies. Coordinated with the collections team to retrieve client payment details
- **Payment Processing:** Accurately processed client payments while ensuring compliance with financial systems and procedures.

BRILON RUBBER INDUSTRIES, RAJKOT

Assistant Accountant & Store Manager

Feb 2021 to Aug 2022

- Accounts and Invoice management
- Invoice creation & updating account records e-Way Bills and Business document maintenance
- Improvement in Inventory management process. Demand Forecasting to ensure Just-in-Time Inventory Ensuring safety stock availability

CERTIFICATION

Certify by Udemy in Accounting: Advanced Level Course!

- Click here to see certificate

+91 814 000 1348

Contact Number

madhavioza8@gmail.com

Email ID

MADHAVI OZA - Click to see profile

LinkedIn Account

SKILLS

Technical:

TALLY

MS OFFICE

MIRACLE ACCOUNTING SOFTWARE

ADVANCED EXCEL

Core Competencies:

RESULT - ORIENTED

CRITICAL THINKING ABILITIES

COLLABORATIVE TEAM PLAYER

TRANSPARENT COMMUNICATION

TRANSPARENT AND GOOD
WORK ETHIC

EDUCATION

MBA- FINANCE

8.78 CPI

GTU (Gujarat Technological University)
(2018 - 2020)

BATCHER OF COMMERCE

70%

Saurashtra University
(2015 - 2018)

HSC & SSC

GSEB & GSHSEB Board
(2013 - 2015)

LANGUAGE

ENGLISH

HINDI

GUJARATI