Nirav

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| Objective | Eager to utilize my learning for the organization for which I will work. To Further my career in the Finance/ Account/Taxation/Auditing field with a reputable company and to obtain a position that will enable me to utilize my experience in such a way that would benefit myself as well as my employer. I want to seek challenging and responsible position and contribute my best to the organization by constantly improving my level of aptitude and skills. |
| Experience | April-2009 -- Till Date **J.P Manek Infrastructure Pvt. Ltd. -** Ahmedabad  **(Real Estate Infrastructure Company)**   * Prepares standard **accounting reports** **and statements** and also non-standard reports and statements, such as **detailed cost** and financial analyses, forecasts and projections reflecting interrelationships of accounting data; prepares or assists in preparation of special accounting studies. * Interprets data and points out **trends or deviations** from standards. * Prepares intricate journal entries, maintains complex ledgers and reconciles and analyzes reports and ledgers. * Decides proper handling of **financial transactions**; approves transactions within designated limits. * Provides solutions to problems presented by lower level staff and recommends **changes to accounting system**, methods or procedures to management, utilizing knowledge of accounting principles and practices. * Advises and counsels on complex accounting matters to department and/or university staff. * Knowledge of accounting principles, practices and procedures. * Preparation of Service tax , Vat ,TDS returns. * Handling the Direct taxes matters and Indirect tax matters * Assisting the Company CA’s during any queries and Auditing * I am also doing Marketing & Selling of the same property developed by the above concern on behalf of the company. |
|  | Dec. 2012 To Oct. 2013 **IRIS Automation Pvt Ltd** Gujarat,India.  ( A Manufacturing Company) (Part Time)  Accounting - Financing Department   * Prepares standard **accounting reports** **and statements** and also non-standard reports and statements, such as **detailed cost** and financial analyses, forecasts and projections reflecting interrelationships of accounting data; prepares or assists in preparation of special accounting studies. * Interprets data and points out **trends or deviations** from standards. * Prepares intricate **journal entries, maintains complex ledgers** and **reconciles and analyzes** reports and ledgers. * Decides proper handling of **financial transactions**; approves transactions within designated limits. * Provides solutions to problems presented by lower level staff and recommends **changes to accounting system**, methods or procedures to management, utilizing knowledge of accounting principles and practices. * Advises and counsels on complex accounting matters to department and/or university staff. * Knowledge of **accounting principles, practices and procedures.** * Skill in performing detailed numerical computations. * Offering advice in **relation to tax issues**. * Preparation and follow up of documentation for manufacturing of goods in SEZ as well as Preparation of Excise ,service tax , Vat ,TDS returns. |
|  | Sep. 2007- April 2011 **Dhairyakant Shah & Co.**  **(Auditing Firm) (**Gujarat,India)  **Article Assistant**   * Since the company was an audit firm, the primary responsibility was auditing the compliance of all internal rules, standards and policies. * Doing Auditing like Internal Audit, Statutory Audit up to finalization, etc. * Books keeping of Accounts and maintain the records. * Handling the Direct taxes matters and Indirect tax matters. * Doing Concurrent Audit of Banks. |
| Other Experience | * Writing Personal Accounts of Individuals & Firms. * Preparation & Filling Of Income tax returns and handling of income tax issues related with filling of returns. * Preparation of CMA data and to approve finance of projects. |
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| Education | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Qualification** | **Board/University /Institute** | **Institute/School** | **Year of Passing** | **(%)**  **Obtained** | | CA Final | ICAI | ICAI | To be Appeared in May 2014 |  | | CA Inter | ICAI | ICAI | May-11 | 53% | | Bachelor of Commerce | Gujarat University | C C SHETH College of Commerce -  Ahmedabad | May-08 | 56% | | H.S.C.E | Gujarat Secondary Education Board | Vijaynagar High School | 2005 | 79% | | S.S.C.E | Gujarat Secondary Education Board | Vijaynagar High School | 2003 | 72% | |

**Personal Dossier**

Date of Birth : 28th June,1988

Gender : Male

Nationality : Indian

Marital Status : Single