

Contact HR Consultant for CV No: 342159

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##### Vision

* To pursue a dynamic and challenging career with an organization offers opportunity to enhance professional skills and provides me a wide spectrum of experience and exposure while getting a high level of satisfaction and recognition.

###### Synopsis

* Completed intermediary level of Chartered Accountancy course (Eligible for Final Exam).
* A self-motivated over 3.5 years of work experience as an Articled Assistant as well as an Accountant.
* Capable of managing accounting activities including preparation of books of accounts, Balance Sheet, P&L and Reconciliation statements leading to finalization of accounts.
* An analytical mind to work in a dynamic environment and under pressure situation.

###### Academia

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| --- | --- | --- | --- |
| **Professional & Educational Qualification** | | | |
| **Examination** | **Institution** | **Year** | **Result** |
| CA-IPCC | ICAI | May 2012 | 53.00% |
| CA-CPT | ICAI | Dec 2010 | 56.50% |
| B.com | Gujarat University | March 2013 | 58.33% |

Work Experience

Aug’16-Dec-16 **J.N.Kanabar & Co Ahmedabad, Gujarat**

Accountant

This firm is very well known Chartered Accountancy firm in all over Gujarat

engaged in providing services for outsourcing work of Australia. It is working under the name of **befree**, the very well known Australian company providing bookkeeping services.

**Responsibility:**

* Preparation of Monthly reports (Profit and Loss Account, Balance Sheet, Monthly Analysis and Charts for Monthly Analysis.)
* Preparation of Aged Payables reports and Aged Receivable Reports on fortnightly basis (expense Items) and Co-ordination with client for Payment Set Up of Aged Payables report as well as reconciliation of the same.
* Update transactions on monthly basis in accounting system from Bank statements and Credit Card statements and reconciliation of the same and Overview of General Ledger.
* Reconciliation of Bank Loans and its related interest account, Inter Company Loan, Payroll Cheque account and Superannuation account and advice the client regarding liability.
* Preparation of Business Activity Statement on quarterly basis (GST Return).
* Co-ordination with Team leader and Accounts Manager and Communication with client to send the reports to client.

Oct’13-Mar-15 **Jigar P Shah & Associates Ahmedabad, Gujarat**

Articled Assistant

This firm is Chartered Accountancy firm engaged in providing services for

Outsourcing work of Australia as well as various types of Indian works.

**Responsibility:**

* Processing of payroll on weekly basis.
* Preparation of pay slips on weekly basis.
* Update transactions on monthly basis in accounting system from Bank statements and Credit Card statements.
* Reconciliation of Bank statements and Credit Card Statements on monthly basis.

Nov’12-Sep-13 **Mulani Bhansari and Shah Ahmedabad, Gujarat**

Articled Assistant

This firm is Chartered Accountancy firm engaged in providing services for various

Indian works.

**Responsibility:**

* Handling quality and compliance audit (Biz Bazaar).
* Preparation of SAD (Special Additional Duty) refund claim.
* Compliance of Value Added Tax (VAT) as per requirement of Law.

Mar’12-Oct-12 **Samir M Shah & Associates Ahmedabad, Gujarat**

Articled Assistant

This firm is Chartered Accountancy firm engaged in providing services for various

Indian works and Government Audit.

**Responsibility:**

* Handling accounting activity and preparation of financial statements.
* Preparation of Tax Audit Report.
* Handling of Sarva Siksha Abhiyan Audit (Government project to improve education).
* Handling of Statutory Audit, Tax Audit and Internal Audit (Process as below)
* Compliance with Accounting Standards and various statutory requirements.
* Verification of all types of vouchers, opening balances, different accounting policies, communication process as well as documentation and controls regarding it and various aspects of business.
* Verification of various terms and conditions of different contracts.

#### IT Profile

* Proficient in MS-Office (Word, Excel and Power Point).
* Worked in various accounting packages like Xero, QuickBooks, MYOB, Sassu, Tally and Spectrum.
* Completed Information Technology Training in 2011 as per requirement of ICAI.