**My profile**

[**Manish.351791@2freemail.com**](mailto:Manish.351791@2freemail.com)

**Career Objective**

My career objective is to work with an esteemed organization where I can utilize my knowledge to the best of my abilities and can add value to the organization as well as my professional life.

**Personal Information**

Name : Manish

Date of Birth : 25th july 1985

Gender : Male

**Key Skills**

|  |  |
| --- | --- |
| * Accounts Payable Processes & Management * Invoices/Expense Reports/Payment Transactions * Spreadsheets & Accounting Reports * VAT , TDS & Income Tax Return Filing | * Well versed with TALLY 9 ERP * Working in a team |

**Work Experience**

* **Accounts Officer – Gaytech Engineering Pvt Ltd. (At present)**
* Provisional Profit & Loss statement on Daily basis.
* Recording Bills of Purchases, Expenses & Contractors bills and proceeding payments for the same.
* VAT Return Filling & TDS Return Filling.
* Banking Operations of the company.
* Knowledge of Finalisation of accounts
* Compliances of statutary liabities.
* **Executive Accounts – Narayan Realty Ltd. (From May-2010 to October- 2015)**
  + Recording Bills of Purchases, Expenses & Contractors bills and proceeding payments for the same.
  + Bank Reconciliation & Ledger Confirmation of Creditors.
  + Banking Operations of the company.
* **Jr.Accountant – Bharat Label Pvt. Ltd. (A’Bad)(From May-2009 to April 2010)**
* Import Payments
* Preparation of Bank Reconciliation Statement
* Data Entry Of Purchase,sales,journal Etc.
* VAT related issues
* Accounts Related Routin Work

**Education Qualification**

M.com: Gujarat University-Ahmadabad

May- 2010

Second class (52.33%)

B. Com : Gujarat University-Cambay

April-2006

Second class (56.77%)

**Skills**

 Knowledge of MS Office (Word, Excel, Outlook Express)

 Knowledge of Internet & e-mail, Photocopy & Fax

 Tally (9.2 Version & Tally 9.ERP)

**Yours truly,**

**Manish**