**Resume**

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| **IMG** | Sunil  [Sunil.360226@2freemail.com](mailto:Sunil.360226@2freemail.com) |

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| **Career Objective:** |

* I would like to work with a progressive organization, where my skills will be utilized and which will offer me a challenging work environment and excellent growth opportunities for my career.

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| **Area of Interest:** |

* In Manufacturing Company
* In Accounting, Financing Company
* In Trusts

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| **Technical Skill:** |

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| **Operating Systems** | MS-DOS, MS-Windows |
| **Application Packages** | MS-Office 2013 |
| **Account Software** | Tally ERP 9, SAP (FICO Module), Corporate Munim, ERP, EX Accounting Program,Kitret Software, Genius Software. |

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| **Summary of Qualifications:** |

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| **Degree** | **Year** | **University/ Board** | **Avg.Perc.** |
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| **MBA (Finance)** | 2016 | Jaipur National Uni. | Running |
| **B.com** | 2013 | India-Gujarat Uni. | 60.00% |
| **HSC** | 2010 | India-G.H.S.B. | 72.00% |
| **SSC** | 2008 | India-G.S.E.B. | 64.00% |
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| **Professional Corse:** |

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| **Degree** | **Year** | **Institute** | **Grade** |
| **Tally** | 2012 | New Star Plus | A+ |
| **C.C.A(Certified Corporate Accounting)** | 2013 | Munimji | A+ |

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| **Hobbies:** |

Chess, Drawing.

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| **Strength.** |

Quick Learner, Disciplined

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| **Special Skills:** |

* Ability to adopt & grasp new technologies soon.
* Capacity to work in team or individually and take up responsibilities.
* Ability to manage stress.

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| **Experience: 4 years &11 Months** |

* I have been currently working in **Sarabhai Foundation** from June 2015 to till date.
* I had worked in **Lincoln Pharmaceuticals Limited** from June 2014 to May 2015.
* I had worked in **Kotak Logistics.** As an Accountant from April 2012 to May 2014.

**WORK PROFILE**:

* Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers as well as Register.

Maintaining of day to day banking functions, including Bank Reconciliation Statement, Cash Disbursement, Salary, daily wages, weekly wages, time basis wages as O.T etc.

Prepare Annual Budget, Account Receivable/Payable report.

Ledger scrutiny, cash book maintain, CN Prepare and authorization.

Maintaining Material Inward Register (GRN and Outward)

Coordinating with Auditors for carrying out Audit.

**Other:**

Make Foreign Payment (Generate 15CA)

I have complete knowledge about direct and indirect tax.

Income tax Return filling

TDS Payment & Return

VAT Payment and Reconciliation& Return

Service Tax Payment & Return Filling

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| **Personal Details:** |

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| **Marital Status** | Unmarried |
| **Date of Birth** | 11th June, 1993 |
| **Gender** | Male |
| **Languages** | English, Hindi, Gujarati. |

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| **Declaration :** |

I hereby declare that the information furnished above is true to the best of my knowledge. References

Can be produced on request.