**RESUME**

**OMKAR**

**E-MAIL:** [**-**omkar.379906@2freemail.com](mailto:-omkar.379906@2freemail.com)

**OBJECTIVE:-**

To grow with the organization where I can effectively contribute my Accounting skills as professional.

**PRESENT EXPERIENCE**:

Soni Jhawar & Co. (Surat, India) : (April 2017 to March 2018)

Chartered Accountant

* Filing GST (Good and Service Tax) Return monthly Online with GenGST Software
* Reading daily News paper, Magazine, and Online stuff about GST and give knowledge to clients via mails and SMS
* Dealing with different clients to understand their Trading scopes and status of accountings
* Managing their financial systems and budgets
* Consulted with the Chartered accountants to raise the efficiency of the accounting processes
* Maintained a high standard of precision in all predictions and calculations

**Duties and Responsibilities:**

* Management of petty cash transactions.
* Controlling credit and ensuring debtors pay on time.
* Preparation of statutory accounts.
* Working with journals, sales & purchase ledgers and spreadsheets.
* Manage junior colleagues.
* Accounting Software :GenGST, SatVAT, Telly, MS Office, MS Excel

**ACADEMIC QUALIFICATIONS:-**

* HSC 2013 from Gujrat Board, Gandhinagar Shree Uttar Gujarat College with 66%.
* SSC 2011 from Gujrat Board, Gandhinagar S.C.S High School with 67%.

**PERSONAL SKILL:**

* Active involvement in developing team members.
* Inter-Personal skills.
* Persuasive and convincing ability.
* Self-Motivator.
* Positive Attitude.

**PERSONAL INFORMATION:**

GENDER :Male

DATE OF BIRTH :15th June 1996

NATIONALITY : Indian

LANGUAGE KNOWN : English, Hindi, Marathi, Gujarati

I hereby declare that above information is true to best of my knowledge and I would serve for the establishment with total commitment and sincerity.

DATE: -16/04/2018 (Omkar )