JENISH

Email : [jenish-394293@2freemail.com](mailto:jenish-394293@2freemail.com)

SYNOPSIS

* Self motivated with a drive to take on responsibilities and ability to work in a dynamic environment
* Working Experience with Goyal MG Gases Pvt. Ltd as an Accountant
* Working Experience with Zeal Traders as an Accountant and Finance Executive
* Have worked as an Executive at R.U. Shah & Co. Chartered Accountants
* Possess effective personal communication skills and decision making abilities
* Possess honesty & the ability to work hard
* Flexible and adaptable
* Eager to learn, good grasping power and open to new ideas
* Team Player and an analytical mind with ability to think clearly and logically

CORE COMPETENCIES

* Analytical Skills
* Financial Reporting and Business Analysis
* Presentation Skills
* Good organizational and administrative skills and high detail orientation
* Communication and interpersonal skills
* Continuous Learning
* Team work

ACADEMICS

|  |  |  |  |
| --- | --- | --- | --- |
| Final CA | Appeared |  | 2017 |
|  |  |  |  |
| IPCC | Institute of Chartered Accountants of India | | 2014 |
|  |  |  |  |
| B.Com | Veer Narmad South | S.P.B English Medium College | 2013 |
|  | Gujarat University |  |  |
| XII | Gujarat Board | I.N Tekrawala High School | 2010 |
|  |  |  |  |
| X | Gujarat Board | I.N Tekrawala High School | 2008 |
|  |  |  |  |

EXPERIENCE

1. Organization: in India

Period: From August, 2018 to August, 2019 as an Accountant

Job Profile:

* Compiling and presenting reports, budgets, business plans and financial statements
* Day to day accounting and update accounts
* Reconcile general ledgers, post journal entries and assist with the preparation of financial statements
* Administering payrolls and controlling income and expenditure
* Cash and bank management
* Maintaining accounts receivables, accounts payable, bank reconciliation, stock, sales invoices and purchase invoices
* Manage accounting assistants and bookkeepers
* Verify and process accounting entries in an accurate manner on day to day basis
* To assist in maintaining and reconciling monthly reports
* To assist in Logistics and HR department in every reports.

2. Organization: in India

Period: From June, 2017 to July, 2018 as an Account, Finance Executive

Job Profile:

* Account Management. Handling of accounts, receipts , payments
* Administration of office
* Manage the cash collection plan and petty cash expenses
* Prepare Payrolls, Checks, Payments & Bank Deposits
* Invoicing, banking and general ad hoc duties
* Regularly monitor and follow up of receivables and payables
* Active Interaction with clients.

3. Organization:

Period:

In India

From March, 2012 to February, 2015 as an Executive

Job Profile :

* Conducted Bank audits. Some notable clients worked on includes :
  + Bank of baroda at Chikhli Branch, Shahpore Branch , Surat city
  + State Bank of India at Harni road Branch, Muktanand Branch in Vadodara city
  + State Bank of India at Chuda Branch in Junagadh city
* Conducted and finalized VAT Audits.
* Filed Service Tax Returns and TDS Returns.
* Finalization of accounts in Revised Schedule VI format (Companies Act, 2013).
* Supervising and reviewing the companies for statutory compliances with respect to Taxation, financial reporting and company law matters
* Review and audit of documents received from companies to ensure that cost centres are properly allocated and accounting is done with diligence.
* Conducted, coordinated, handled, and monitored Internal Audit and Statutory Audits of Private Companies, Partnership Firms and Individuals.

EXTRAMURAL ENGAGEMENTS

* Performed dance in national conference of CA students.
* Participated in Drama and cultural programme.
* Appeared and cleared Elementary Drawing Grade Examinations.

IT FORTE

* Proficient in use of Tally ERP 9 Accounting Software and MS Office (Word, Excel, Power Point).

PERSONAL DOSSIER

|  |  |  |
| --- | --- | --- |
| Date of Birth | : 19th February, 1993 |  |
|  |  |
| Languages Known | : English, Hindi,Gujarati |  |
| Marital Status | : Single |  |
| Dubai Visa Expiry | : 13th December, 2019 |  |