**CURRICULUM VITAE**

VISHAL

**Accountant with 3 Year India Experience**

* + 1. : 06-Jan-1997

**Nationality** : India

**Marital Status** : Unmarried

**Linguistic abilities** : English, Hindi, Gujarati

**Email** : vishal-394592@2freemail.com

## Objective :-

Seek a challenging position in a professional work environment where I can apply my academic knowledge, professional experience and leverage my skills in order to serve Objectives of Organization. I have zeal to deliver quality work over qualitative work.

## Educational Backgrounds :-

* + - * B.Com. from Gujarat university, 2018
			* 12th H.S.C from Gujarat Board, 2015
			* 10th S.S.C from Gujarat Board, 2013

## Work Experience :-

**3 Year of Professional Experience**

## Chemical manufacturer

(Ahmedabad, India)

## Responsibility :-

* + - * Maintain day to day books of Accounts.
			* Maintain journal entry, sale, purchase, and invoice & expenses.
			* Maintain all bank reconciliation statements on daily basis.
			* Reconciliation of debtors & creditors on weekly basis.
			* Maintain records of cheque issued and received.
			* Maintain inventory and closing stock valuation on Monthly basis.
			* Calculation of monthly GST return
			* Preparation GSTR-1 & GSTR3B & return filling.
			* Preparing GST payment challan & making payment on time.
			* Verifying and processing payments based on outstanding bills.
			* Overall work reporting to finance manager by weekly basis & monthly

**CA Firm**

(Ahmedabad, India)

# Responsibility:-

* + - * Accounts writing (Purchase, sales, bank, cash, journal vouchers).
			* Preparation of bank transaction & bank reconciliation generating
			* Preparing payments by requesting expenditure and verifying documentation
			* Preparing data for VAT & GST returns, reconciling of VAT & GST
			* Reconciling all purchase & sales Bills as per HSN Code basis.
			* Calculation of TDS & making payment as per TDS norms.
			* Strong leadership & behavioural management skills along with excellent ability to coordinate.

# Computer Skill:-

* + - * Expert knowledge in computer related operations.
			* Having good knowledge in MS office and Tally ERP 9 (All Version)
			* MS outlook and other internet applications.

# Other Interests:-

* + - * Bike Riding, watching YouTube videos, Gadgets freak

I hereby declare that all information given above is correct to the best of my knowledge and belief.

## Thanks (Vishal)