

**VISHAL**

Email: [vishal-396725@gulfjobseeker.com](mailto:vishal-396725@gulfjobseeker.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.

**SPECIALIZED SKILLS:**

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| --- | --- |
| * General Accounting (Journal Entries, Ledger) * Daily Transaction Report(Cash, Bank and Day Book) * Bank Reconciliation | * Taxation (VAT, GST) * Account Receivables and Payables * Account Reconciliation. |
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**EDUCATIONAL BACKGROUNDS:**

* B.Com. in 2018 from Gujarat University with Advance Accounting and Auditing.
* H.S.C. in 2015 from Gujarat Higher Secondary Education Board.
* S.S.C. in 2013 from Gujarat Secondary Education Board.

**PERSONAL INFORMATION:**

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| * Nationality : Indian * Date of Birth : 06/01/1997 * Marital Status : Unmarried * Languages : English / Hindi / Gujarati | * Passport Validity :April-2028 * Visa Status :Visit Visa * Current Location : Dubai(UAE) |

**WORK EXPERIENCE:**

**3 Year of Professional Experience**

(Chemicals Manufacturing Industry)

Ahmedabad, India – March-2018 to Feb-20

**Responsibilities:**

* 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.
* Calculation of monthly GST return
* Preparation GSTR-1 & GSTR3B & return filling.
* Preparing GST payment challan & making payment on time.
* Overall work reporting to finance manager by weekly basis & monthly

**GAJERA & ASSOCIATES** (Auditing Firm)

Ahmedabad, India – Dec-2016 to Feb-18

**Responsibilities:**

* 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..
* Strong leadership & behavioural management skills along with excellent ability to coordinate.

**COMPUTER SKILL:**

* Expert Knowledge in Computer Related Operations.
* Software: Tally ERP9,Quick Books, Kitrate
* Knowledge of MS Excel, MS Word, MS PowerPoint.
* MS Outlook and other Internet Applications.

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

**Thanks**

**(Vishal)**