Nirav

Nirav.208623@2freemail.com

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| Objective | Eager to utilize my learning for the organization for which I will work. To Further my career in the Finance/ Account/Taxation/Auditing field with a reputable company and to obtain a position that will enable me to utilize my experience in such a way that would benefit myself as well as my employer. I want to seek challenging and responsible position and contribute my best to the organization by constantly improving my level of aptitude and skills. |
| Experience | April-2009 -- Till Date **J.P Manek Infrastructure Pvt. Ltd. -** Ahmedabad  **(Real Estate Infrastructure Company)** * Prepares standard **accounting reports** **and statements** and also non-standard reports and statements, such as **detailed cost** and financial analyses, forecasts and projections reflecting interrelationships of accounting data; prepares or assists in preparation of special accounting studies.
* Interprets data and points out **trends or deviations** from standards.
* Prepares intricate journal entries, maintains complex ledgers and reconciles and analyzes reports and ledgers.
* Decides proper handling of **financial transactions**; approves transactions within designated limits.
* Provides solutions to problems presented by lower level staff and recommends **changes to accounting system**, methods or procedures to management, utilizing knowledge of accounting principles and practices.
* Advises and counsels on complex accounting matters to department and/or university staff.
* Knowledge of accounting principles, practices and procedures.
* Preparation of Service tax , Vat ,TDS returns.
* Handling the Direct taxes matters and Indirect tax matters
* Assisting the Company CA’s during any queries and Auditing
* I am also doing Marketing & Selling of the same property developed by the above concern on behalf of the company.
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|  | Dec. 2012 To Oct. 2013 **IRIS Automation Pvt Ltd** Gujarat,India. ( A Manufacturing Company) (Part Time)Accounting - Financing Department* Prepares standard **accounting reports** **and statements** and also non-standard reports and statements, such as **detailed cost** and financial analyses, forecasts and projections reflecting interrelationships of accounting data; prepares or assists in preparation of special accounting studies.
* Interprets data and points out **trends or deviations** from standards.
* Prepares intricate **journal entries, maintains complex ledgers** and **reconciles and analyzes** reports and ledgers.
* Decides proper handling of **financial transactions**; approves transactions within designated limits.
* Provides solutions to problems presented by lower level staff and recommends **changes to accounting system**, methods or procedures to management, utilizing knowledge of accounting principles and practices.
* Advises and counsels on complex accounting matters to department and/or university staff.
* Knowledge of **accounting principles, practices and procedures.**
* Skill in performing detailed numerical computations.
* Offering advice in **relation to tax issues**.
* Preparation and follow up of documentation for manufacturing of goods in SEZ as well as Preparation of Excise ,service tax , Vat ,TDS returns.
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|  | Sep. 2007- April 2011 **Dhairyakant Shah & Co.** **(Auditing Firm) (**Gujarat,India)**Article Assistant*** Since the company was an audit firm, the primary responsibility was auditing the compliance of all internal rules, standards and policies.
* Doing Auditing like Internal Audit, Statutory Audit up to finalization, etc.
* Books keeping of Accounts and maintain the records.
* Handling the Direct taxes matters and Indirect tax matters.
* Doing Concurrent Audit of Banks.
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| Other Experience | * Writing Personal Accounts of Individuals & Firms.
* Preparation & Filling Of Income tax returns and handling of income tax issues related with filling of returns.
* Preparation of CMA data and to approve finance of projects.

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| Education |

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| **Qualification** | **Board/University /Institute** | **Institute/School** | **Year of Passing** | **(%)****Obtained** |
| CA Final | ICAI | ICAI | To be Appeared in May 2014 |  |
| CA Inter | ICAI | ICAI | May-11 | 53% |
| Bachelor of Commerce | Gujarat University | C C SHETH College of Commerce -Ahmedabad | May-08 | 56% |
| H.S.C.E | Gujarat Secondary Education Board | Vijaynagar High School | 2005 | 79% |
| S.S.C.E | Gujarat Secondary Education Board | Vijaynagar High School | 2003 | 72% |

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**Personal Dossier**

Date of Birth : 28th June,1988

Gender : Male

Nationality : Indian

Marital Status : Single