######  **Curriculum Vitae**

###### **Kushal**

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**CaREER Objective**

To be part of dynamic and progressive organization that will offer challenging role to showcase my skill set and experience gained during my previous stint and my academic qualification. To understand, adapt & implement current organizational practices and make positive contribution in a growing organization through out of box thinking.

# CORE COMPETENCIES

* Accounting & Finance Journal Entries up to Finalization of Financial Statements
* Management Reporting Creating and preparing periodic management reports
* IFRS Detailed knowledge of IFRS & Accounting standards
* Direct & Indirect Taxation Comprehensive knowledge of VAT and other Indirect Tax
* Auditing Seasoned External Auditor

# WORK EXPERIENCE

1. **Alice Rent A Car L.L.C**, - **Dubai as a Senior Accounts Officer (March 2017 to June 2018)**

*Key responsibilities are:-*

* Providing guidance to management for making various Receipts, Payments, Income and Expense related issue,
* Maintenance and analysis of Daily Cash records,
* To ensure all the expenses, payments, income and receipts are in conformity with established rules & regulations,
* Reconciliation of Debtors, Creditors and Bank Accounts Statements on monthly basis,
* Preparing of statements of stock for submitting to higher authority,
* Assisting in monthly management reporting and analysis.
1. **JSL Industries Limited (JYOTI GROUP), - India as a Senior Accounts Officer and Internal Auditor (September 2013 to September 2016)**

*Key responsibilities are:-*

* Preparing Value Added Tax (VAT) records and operate and maintained C Form and E Form,
* Verification of data keeping related to accounts and data entry in Tally software for the sales, purchase, journal expenses etc.,
* Maintenance and analysis of daily cash records,
* To ensure all the expenses, payments, income and receipts are in conformity with established rules & regulations,
* Reconciliation of Debtors, Creditors and Bank Accounts Statements on monthly basis,
* Ensure reconciliation of general ledgers & all sub ledgers are performed on regular basis,
* Preparing payroll for staff and workers on regular basis,
* Assisting on Internal Auditing, maintenance of Ratio analysis records,
* Preparing of statements of stock for submitting to financial institution,
* Preparing necessary statements of accounts for finalization of books of accounts which require to submit to the government departments,
* Preparation of Monthly Income Statement, Trail balance, Balance Sheet & Cash Flows Statement,
* Year – end financial statements preparation.
1. **N.J.THAKKER & Co. (Chartered Accountants) – India as an Article Assistant (August 2010 to August 2013)**

**N.J.THAKKER & Co. is Mid-Tier Chartered Accountants Firm based out in Anand (Gujarat) India.**

Key responsibilities includes following:

* Making and filing of Value Added Tax (VAT) returns, Income Tax returns, Tax Deducted at Source (TDS) returns,
* Conducted Value Added Tax (VAT) audits of various reputed companies in India,
* Preparation and submission of stock statement as required in Bank Norm on regular basis,
* Conducted Tax Audit of Proprietorship firms, Partnership firms and Private Limited Companies,
* Advising clients on tax planning (within current legislation to enable them to minimise their tax liability) and tax issues related activities such as business acquisitions and mergers,
* Preparing financial management reports including financial planning and forecasting,
* Conducted Concurrent, Internal, External, Revenue Audit of various Co-Operative &, Nationalized Banks in line with guidelines from Reserve Bank of India (RBI)
* Preparing financial statements including monthly and annual accounts.

# EDUCATIONAL QUALIFICATION

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|  | **Examination** | **Year** | **Institution** | **Performance** |
| **Professional****Qualifications** | C A Inter (IPCC)  | November 2011 | The Institute of Chartered Accountant of India (ICAI) | 54.50% |
| **Academic****Qualifications** | Bachelor of commerce  | April 2005 | B.J.V.M College of Commerce, Sardar Patel University, V.V Nagar | 63.06% |
|  | Higher Secondary School (12th Commerce) | March 2002 | Gujarat Secondary & Higher Secondary Board, Gandhinagar | 68.33% |

# organizational skill

Able to demonstrate continues improvement so that optimum goal and outcomes are achieved quickly and efficiently. I am able to quickly identify opportunity for and contribute to the improvement of quality, safety and cost as well as customer & employee’s satisfaction.

technical skillS

* Proficiency in Tally ERP 9, MS Office (Excel, Word, PowerPoint), SAP Accounting Software, KIT-RET and SAT-VAT,
* Responsible for maintaining daily, monthly and yearly ledgers closing and departmental reposting cycle,
* Familiar with accounting principles & technical accounting skills.

OTHER skill

I always strive to demonstrate a commitment to excellence in my endeavours so that highly standard of performance, safety, possible experience are achieved. Additionally I always maintain high level of client confidentiality and privacy.