**DEVRAJ CHOUDHARY**

**Accountant**

***devrajcpro@gmail.com*** **+91 9974 77 4244 (What’s-App)
Surat, Gujarat – 395010**

* **Career Objectives**

**To pursue a career with a progressive organization having a global vision that encourages creativity and offers an opportunity where I can contribute through my skills with sincerity & discipline to achieve the organizational goal & emerge as a better professional & human being in field of Accounts & Finance.**

* **Skills**
* A Team Player.
* Energetic & highly motivated.
* Familiar with various accounting software.
* MS Office, TallyERP 9, ClearTax, Genius.
* Good analytical & problem-solving approach.
* Good knowledge of GST.
* General business knowledge.
* Effective communication.
* Prioritizing important wrok.
* **Experiences**

**CA Rajesh Bhauwala & Co. – Surat. (Mar 2019- Jan 2022)
*Responsibilities as an accountant.***

* Filing & Finalizing GSTR 3B and GSTR 1.
* Preparation and filing of Income Tax & TCS Returns.
* Assisting in handling GST Audits, Tax audits and Statutory Audits.
* Responsible for finalization of books for audit.
* Checking smooth processing of bookkeeping, file & documents.
* Monitoring Financial Transactions & taking Necessary decisions.

**Diamond King (Feb 2022-Continuing)
*Responsibilities as an accountant.***

* Preparing and Processing payments of banks.
* Maintain stock register.
* Doing various reconciliations related to TDS & GST.
* Calculating & Releasing Salary of employees.
* Verify Day to Day accounting entries done by Junior Accountants.
* Ensure all business transactions are recorded properly.
* Other accounting assignments as received time to time.
* **Academic Background.**

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| **B.COM** | **VNSGU – 2022** | **65%** |
| 12th  | **GSHSEB - 2019** | **76%** |

* **Languages Known.**
* Hindi
* English
* Gujarati
* Marwadi
* **Additional Experience.**
* Knowledge of cash handling
* E-commerce
* Public Relationship
* **Strengths.**
* Can perform under pressure and stressful situation.
* Business development
* Attention to detail.
* Effective communication.
* Time management.
* Always ready to learn.

**I hereby solemnly confirm that the details and information given above are complete and true to the best of my knowledge.**

**Name: - Devraj Choudhary Date & Place: - 19/08/2022 Surat**