

**Jignesh M. Vaghela**

41, Shreenath Niranjannagar, Jantanagar, Ghatlodiya, Ahmedabad - 380 061.

E-Mail: jignesh6589@gmail.com

Phone: +91- 997-4371-399

*Seeking a responsible and challenging position in the field of Auditing/ Accounts/ Taxation/ Finance with an organisation of repute.*

**Education Credentials**

Examination	Board/University	Year	% Achieved
S.S.C.	G.S.E.B.	March, 2002	84%
H.S.C	G.S.E.B.	March, 2004	71%
Bachelor of Commerce	Gujarat University	April, 2007	59%

**Professional Credentials**

Examination	Board/University	Year	% Achieved
C. A. CPT	I.C.A.I.	May, 2007	53%
C. A. PCC	I.C.A.I.	June, 2009	50%
C. A. Final	I.C.A.I.	Continue	-

**Work Experience****RAPIDRADIO SOLUTIONS PVT. LTD. (November 2012 to at Present)**

I am presently working in RapidRadio Solutions Pvt. Ltd. Ahmedabad as an Account Executive mainly dealing in below mentioned working areas:

- Recording all accounting in Tally ERP 9.
- Managing records of GST, VAT, CST, TDS and Service tax and making online payments challans for the same.
- Preparing and furnishing of import payment documents, E-way Bills, C Forms & correspondence.
- Preparing of Sales Invoice, Proforma Invoice and Purchase orders.
- Payment of Accounts payables and salary through RTGS/NEFT/IMPS mode.
- Handling follow up with customers for Accounts Receivables.
- Assisting in preparing legal & compliance work.

**V. K. Patel & Co. (March 2011 to October 2012 )**

I had been worked as an Account Executive in V. K. Patel & Co., (Government class 'AA' civil contractor) mainly dealing in account, audit, taxation matter.

**Jignesh M. Vaghela**

41, Shreenath Niranjannagar, Jantanagar, Ghatlodiya, Ahmedabad - 380 061.

E-Mail: jignesh6589@gmail.com

Phone: +91- 997-4371-399

---

---

**Article ship Training**

---

**KUVB & Co., Chartered Accountants****(June 2007 to December 2010)**

A leading Chartered Accountants firm in Ahmedabad mainly dealing with statutory audit, internal audit and other audits along with taxation matters.

---

**Areas of Experience**

---

**Auditing:**

- Managing and conducting of the complete planning and management activities for ensuring Tax Audit, VAT Audit and stock Audit of various entities.
- Conducting Statutory Audit of listed companies having ERP environment (Shree Bhagwati Flour and Foods Pvt. Ltd., Shri Bhagwati Flour Mills Pvt. Ltd., DNP Infrastructures Pvt. Ltd., Aerolex Cables Private Limited, etc.)
- Conducting Internal Audit, Concurrent Audit and Revenue Audit of leading banks (The Saurashtra Co-op. Bank Ltd., Bank of Baroda, Bank of India and Oriental Bank of Commerce).

**Statutory Compliance:**

- Verifying VAT records of Companies and other entities and timely preparation of statutory returns and submission of the same on time.

**Accounts & MIS:**

- Preparing and maintaining statutory books of accounts viz, sales book, purchase book, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports.

**Computer Proficiency:**

- Having through knowledge of MS Office i.e. MS Excel, MS Word etc., Tally Accounting Package 7.2, 9 and 9 (ERP). Working knowledge of Internet Operation of system.

---

**Personal Details**

---

Date of Birth	:	October 12, 1986
Sex	:	Male
Marital Status	:	Married
Languages known	:	English, Hindi, Gujarati

---

Thanking You,

Yours truly,

(Jignesh M. Vaghela)