

MANIYAR AMIT RAMESHCHANDRA

546,Utsav,
Rayon Housing Society-5,
Near Bajarang Temple,
Veraval-362265.
Dist: Junagadh

Career objective

I want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

Personal details

- Date of Birth : 29th July, 1986
- Languages known : English, Gujarati, Hindi
- Marital Status : Married
- Nationality : Indian
- Contact Detail : Cell: (91) 8980425577,9277304245
Email: maniyar.amit1431@gmail.com

Education qualification

- Completed graduation in **B.com** from Som Lalit College of Commerce, **Ahmedabad**, Gujarat University, With **52.00%**
- Passed **H.S.C.** (Commerce Stream) from Boys. High School, Veraval, With **74.83%**
- Passed **S.S.C.** (General Stream) from Boys. High School, Veraval, With **35.00%**
- Passed **CPT (ICAI)** with **105** marks out of **200** August 2007,

Computer skills

- MS Office (Word, Excel and Power Point)
- Internet
- Tally All Version

Area of interest

- Finance
- HRM
- Accounting
- TDS, Service Tax, VAT, Income tax
- GST

Hobbies

- Surfing Net for getting Knowledge
- Reading News Papers

Experience

(1)

I have experienced for doing Accounting and Auditing and TDS, Service Tax, VAT, Income tax as Article Assistant in Rajendra R. Parmar & Co. Chartered Accountants Riddhi Siddhi Complex, S.T .Road, Veraval since April 2008.

Roles and Responsibility

- Auditing of Books of Account
- Purchase Bills Entry
- Sales Bills Entry
- VAT, Service Tax , TSD, Income Tax
- Finalization of Balance Sheet

(2)

I have experienced for doing Accounting and TDS, Service Tax, VAT, Income tax, GST as Chief Accountant in Jalaram Kalidas Exports GIDC Somnath Road, Veraval since August 2012.

Roles and Responsibility

- Purchase Bills Entry
- Sales Bills Entry
- Bills Receivable and Bills Payable
- Bill checking
- General accounting.
- Checking with parties for payment collection.
- Preparing report of outstanding payment.
- Cash vouchers / General vouchers.
- Handling petty cash.
- Everyday bank reconciliation.
- Accounts payables / receivables, cash receipts, general ledger.
- GST 3B and GSTR 1 Filing.
- Finalization of Balance Sheet

Reference

I) Hitesh Barad
Account Assistant,
Rajendra R.Parmar & Co,
Veraval
Cell No: 92775 50460

II) Kamal D. Vaishnav
Manager,
Jalaram kalidas Exports
Veraval.
Cell No: 92270 07735

Declaration

I hereby declare the mentioned information is true to the best of my knowledge. I promise to be a professional seeking every opportunity to learn new things from everyday experience.

Yours Faithfully,

AMIT R MANIYAR