CURRICULUM VITAE

**Kalpesh Parmar**

**kalpeshp709@gmail.com**

**Co no: 9998535355 / 7383790664**

**Career Objectives**

I would like to work in an environment that stimulates growth, learning & practical knowledge and to be an asset for the company I work.

I want to enhance my working capabilities and professional skills. I would like to serve the organization with sheer determination and commitment.

**Self Profile**

I am a committed and hardworking person. I am a self motivated person and adaptable to circumstances in nature.

I welcome criticism and work towards improving myself continuously. I am even able to work unsupervised.

**Academic/ Education Qualification**

* M-com from Sardar Patel university in April 2014
* B-com from Maharaja Sayajirao university of Baroda in March-2012

**Personal Information**

**Permanent Address :** B – 9 , Balkrushna soc,

 Near Diwalipura,

 O.P. Road,

 Vadodara

**Date of birth** : 2 Sep 1991

**Gender**  : Male

**Languages known** : English,Hindi, Gujarati

**Nationality**  : Indian

**Marital status** : Married

**Experience**

Worked as an Account Executive for 2 years& 3 Month for **Shah Mheta&Bakshi** C. a FirmBaroda .( **From : June 2013 to September 2015**)

* Book keeping , Bank, Bank Reconciliation, Cash Entry, Journal Voucher
* Account Finalization , tax Calculation.
* Return Filling.

Worked as an Accountant Executive for 6 Month for**Elemech Engineering &Construction** Baroda.**( From : September 2015 to April 2016**)

* Cash handling , Invoice Generating, Bank , Journal voucher.
* Day to Day Bank Reconciliation, Vat, Cst , Service tax calculation and Return filling.
* Other admin work.

Worked as an Accountant Executive for 1 Year and 4 Month**PK Chlorochem** .Pvt. Ltd Baroda.( **From : April 2016 to August 2017**)

* GRN Generating, ERN Generating, Sales Invoice, Purchase.
* Bank , Cash , Bank Reconciliation, Journal Voucher,
* Excise , Vat, Cst, Service tax, Tds Calculation and Return Filling.

Worked as an Accountant/ Administer Executive for Still Continue **Australian Energy Storage Solutions Private Limited**. ( **From : September 2017 to July 2019**)

* GRN Generating, ERN Generating, Sales Invoice, Purchase.
* Bank, Cash , Bank Reconciliation, Journal Voucher,
* Administration work,
* GST Return and TDS calculation and Return.

Worked as an Accountant/Administer Executive for Still Continue **Advance Infrastructure Private Limited**. ( **From : July 2019 To October 2019**)

* Sales Invoice, Purchase.
* Bank, Cash , Bank Reconciliation, Journal Voucher,
* GST Return and TDS calculation and Return.

Worked as an Accountant/Administer Executive for Still Continue **Purplebits Infosystems Pvt Ltd**. ( **From : November 2019 To Continue**)

* Sales Invoice, Purchase.
* Bank, Cash , Bank Reconciliation, Journal Voucher,
* GST Return and TDS calculation and Return

**Sincere Note of Thanks**

I sincerely thank you for spending your valuable time in reading about me.

I assure you that if granted an opportunity to work with your esteemed organization, I will work with all my sincerity, honesty, enthusiasm, and will work hard and smart to attain common goal

**Declaration**

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: Vadodara (Kalpesh V. Parmar)