**JAYESH BHUPENDRA KOTHWALA**

322, DHARMYUG SOCIETY,

UDHNA, SURAT  
Mob. +91 98255 23040  
Email: [jbkothwala@yahoo.com](mailto:jbkothwala@yahoo.com)

**R E S U M E**

Seeking a challenging position that would entail me to apply my knowledge and skills in tune with the latest trends and be a part of the team that dynamically works towards the growth of the organization and enable me to develop my capabilities in today’s global economy.

**Academic Qualification:**

**Higher Secondary Examination:** March 1996 passed out with First Class from G. & G. V. Kadiwala Highschool, Surat.

**S. S. C:** March 1994 passed out with Second Class from G. & G. V. Kadiwala Highschool, Surat.

**Work Experience:**

Worked as a Accountant in Mahalaxmi Textiles, Sagrampura, Surat. Since July, 1996 to July, 1997

Worked as a Accountant for S. R. SYNTHETICS, Sagrampura, Surat. Since July, 1997 to December, 1997 (Part Time)

Working as a Chief Accountant at BATSONS TEXTILES, Udhna Surat. Since July, 1997 to till date

**Job Profile:**  
- Posting & Totaling  
- Preparing trial balance  
- Preparing Trading, Profit & Loss accounts  
- Preparation of Balance Sheet

- Finalised Final Accounts

- Assist in Auditing

- Handling the Companies & Individual Accounts.

- Handling of TDS and GST

- E- Filing of Annual returns of the Companies.

- Experience in data entry & Finalisation

**Computer Proficiency:**  
Operating System - Windows 7, Windows XP, Windows 10-11. Packages - MS Office (MS word, MS excel), Internet,

**Strength:**  
- Confident and Hard working  
- Positive thinking  
- Ability to work in team & individual  
- Leadership Quality  
- Keen to learn new things  
  
**Personal Profile:**  
Gender  : Male

Date of Birth : 11 – 10 - 1978  
Marital Status : Married  
Religion  : Hindu

Languages Known: Gujarati, Hindi, English  
Nationality  : Indian  
  
**Hobbies:**  
- Watching Television  
- Surfing Internet  
- Talkative

**Declaration:**  
I hereby declare that all the information furnished by me in this resume is true to the best of my knowledge.

Yours truly,  
**JAYESH B. KOTHWALA**

Date : 22 – 02 -2022  
Place : Surat.