**JAYESH BHUPENDRA KOTHWALA**

322, DHARMYUG SOCIETY,

UDHNA, SURAT
Mob. +91 98255 23040
Email: 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.