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| **Career Objective** | To Work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency. |
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| **Educational Qualification** | MBA (Finance) in 2014 from S. M. UniversityB.Com in 1995 from Gujarat University Class XII in 1992 from GBHSE Class X in 1990 from GBSE  |
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| **Articleship Experience****Industrial Experience** | Worked as Audit Executive with **Shah & Nagori** **(C.A)** for period (July 1997 to June 2001)**Major Clients Handled*** Gujarat State Civil Supply Corporation
* Warehousing Corporation Of India
* Jai Chemicals Ltd.
* Shree Rama Multi Tech Ltd.
* Dholka Educational Trust ( All School & Collages)
* Gujarat Agro Corporation Ltd.
* Bank Audit ( Concurrent Audit , Finalization Of Bank Accounts)

**Responsibilities includes:-*** Providing Consultancy services to clients.
* Vouching of Various Books like purchase book, Cash Book, JV Book.
* Checking & Establishment of internal control system.
* Preparing audit programs in consultation with client.
* Analysis of draft financial statements including notes to accounts.
* Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
* Timely calculation & deposit of TDS, FBT, Service Tax, VAT
* Prepared income tax returns of various clients.
* Vouching of Various Books like purchase book, Cash Book, Journal Book.
* Preparing project reports.

Worked as Account Executive with **Bloom Packaging Pvt. Ltd**. for period (March 2001 to March 2004)  **Responsibilities includes:-*** Keeping all books of accounts updated like Cash Book, Bank Book, Purchase Register, Sales Register, General Ledger Bank Reconciliation Ect.
* Analysis of Bills payable and bills receivable as per compare with marketing targets.
* Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
* Timely calculation & deposit of various taxes like TDS, FBT, Excise Duty, and Sales Tax.
* I was Responsible for preparing Monthly MIS directly submitted to directors.
* I was Responsible for preparing & Filing Income Tax, Sales Tax, and Excise Returns.

Worked as Jr. Executive Accounts & Finance with **The Lok Prakashan Ltd. (Prop. Of Gujarat Samachar)** for period (April 2004 to Oct. 2006) **Responsibilities includes:-*** Keeping all books of accounts updated like Cash Book, Bank Book, Purchase Register, Sales Register, General Ledger Bank Reconciliation Ect.
* Budgeting & Financial Planning.
* Analysis of draft financial statements including notes to accounts.
* Timely calculation & deposit of various taxes like TDS, FBT, Excise Duty, and Sales Tax.
* Preparation of Balance sheet & Income tax Returns
* Vouching of Various Books like purchase book, Cash Book, Journal Book.
* Keeping Circulation of news paper data updated, to make tally it with consumption of news print.
* Analysis of various expenditure occurs for Circulation, printing and distribution of news paper.
* Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
* Active participation in preparation of balance sheet

Worked as Sr. Executive Accounts & Finance with **IceNet.Net Ltd. Since** Oct. 2006 to May’09**Responsibilities includes:-*** Keeping all books of accounts updated like Cash Book, Bank Book, Purchase Register, Sales Register, General Ledger Bank Reconciliation ect.
* Analysis of Bills payable and bills receivable as per compare with marketing targets.
* Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
* Timely calculation & deposit of various taxes like TDS, FBT, Excise Duty, sales Tax, Service tax ect.
* I am Responsible for preparing Monthly MIS directly submitted to directors.
* I am Responsible for preparing & Filing Income Tax, Sales Tax, and Excise and STPI Returns
* Preparation and presentation of MIS (Finance) in Monthly meetings to Directors.

Worked as Manager Accounts & Finance with **Unique Mercantile India Pvt.** Ltd. Since June 2009 to JUNE’10**Responsibilities includes:-*** Keeping all books of accounts updated like Cash Book, Bank Book, Purchase Register, Sales Register, General Ledger Bank Reconciliation ect.
* Analysis of Bills payable and bills receivable as per compare with marketing targets.
* Monitoring dalily collection and to be deposited in bank very next day.
* Timely calculation & deposit of various taxes like TDS, FBT, Excise Duty, sales Tax, Service tax ect.
* I am Responsible for preparing Monthly MIS directly submitted to directors.
* I am Responsible for preparing & Filing Income Tax, Service Tax Return.
* Advising management for investment of money in proper scheme to earn higher return with law risk factor.

Worked as Asst. Manager Accounts & Finance with **Circuit System India Limited From** June’10 to Sept’2013.**Responsibilities includes:-*** Timely calculation & deposit of various taxes like TDS, Excise Duty, sales Tax, Service tax ect., submission of Monthly Formal report related to Fund Base & Non fund base facilities provided by bank like stock statement, outstanding report
* Preparation on import payment related of documents like L.C. Documentation, Buyers Credit Documentation, and other direct currency payment through TT.
* I am Responsible for preparing Monthly MIS directly submitted to CFO. Like Profitability Statement, Monthly Fund Flow Actual and budgeted.
* I am Responsible for preparing & Filing Income Tax, Sales Tax, and Excise and Returns
* Preparation and presentation of Profit Statements (EBITTA).
* Appropriate Administration, budgeting, monitoring, reporting, communication and liaison.
* Execute the responsibilities of a company employee according to lawful and ethical standards
* Responsible for Tally ERP’9 accounting software in company.
* Responsible for handling purchase department and store department of the company with minimum inventory level. Also searching new vendors which provide competitive price and quality to company.

Presently Working as Chief Accountant & Admin. Manager with **Dholera *SIR Infra Development* Limited From Sept** ’13 * Timely calculation & deposit of various taxes like TDS, Excise Duty, sales Tax, Service tax ect., submission of Monthly Formal report related to Fund Base & Non fund base facilities provided by bank like stock statement, outstanding report
* I am Responsible for preparing Monthly MIS directly submitted to CFO. Like Profitability Statement, Monthly Fund Flow Actual and budgeted.
* I am Responsible for preparing & Filing Income Tax, Sales Tax, and Service Tax and Returns
* Preparation and presentation of Profit Statements (EBITTA).
* Appropriate Administration, budgeting, monitoring, reporting, communication and liaison.
* Execute the responsibilities of a company employee according to lawful and ethical standards
* Responsible for Tally ERP’9 accounting software in company. & Also Responsible for maintaining company’s online ERP Software.
* Responsible for handling purchase department and store department of the company with minimum inventory level. Also searching new vendors which provide competitive price and quality to company.
* Responsible for company’s HR and admin related activities.
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| **Extra curriculam** | Theoretical knowledge of Fox Pro Programming & SAP IV & Finance Package (Faco),  |
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| **computer Proficiency** | Working knowledge regarding application package MS Office, Tally From Implementation Level. BAN an accounting ERP (produce By Infore) |
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| **Personal Details** | * Date of Birth: 14th November, 1975
* Father’s name: Mr. Prabhakar Trivedi
* Father’s Occupation: Retired Govt Officer
* Languages known: English, Hindi, Gujarat
* Present Address D/2,Mahalay Apartment, Plot No. 203,

 Sector – 29, Gandhinagar.  |

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|  **Presenting earnings** | Rs. 5,70,240/- Per Year (CTC) |

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| **Personal Assets** | My strength may be marked with three words:-* Integrity
* Innovation
* Initiative

These are the three mantras with which I work. |

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| **Referances** | **CA Jigar Shah****(Practicing Chartered Accountant)****Mob. No. 98982 67537****Mr. Saju Sugathan****Sr. Manager ( Human Resources & Internal Communication)****Midco Ltd.****Mob No. 98257 37771** |

**Date: 27/08/2020 Yours Faithfully**

**Place: Ahmedabad**

 **(Pragnesh Trivedi)**