

RESUME

CHETAN KUMAR PANDIYA

S/O Heera lal Pandiya

468, UIT Colony, Road No.2 Purohitan ki Madri,

Udaipur (Raj.) 313003

Mob. No. 7073538166

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Objective.

Seeking a position to utilize my skills and abilities, this offers Professional growth while being resourceful, innovative and flexible

Academic Qualification.

S.No.	Class/Degree	Board/University	Passing Year	Percentage
1	X th	RBSE AJMER	2014	62.65
2	Xii th	RBSE AJMER	2016	68.25
3	B.com	BN UNIVERSITY	2019	61.70
4	M.com (MFC)	MLSU	2022	58.40

Other Qualifications.

- Basic Computer with MS Word , MS Excel , Power Point.
- Tally with taxation ERP.9
- GST Working (GSTR1, GSTR 3B, CMP 08, GST Recounlation.)
- Audit (Tax Audit, Statutory Audit.)
- TDS Working
- Income Tax Working
- Sale tax working , Other Legal working .

Work Experience

6 Month experience in Pyrotech Electronics Pvt. Ltd. Unit # 1 at Logistics dept.

3.5 Year experience in work in Lalit S. Samar & Company (CA Firm)

Responsibly :-

- Basic Computer work for typing and data entry work
- Tally basis accounting like Sales, Purchase, Bank statement entry
- Tally other adjustment entry and P&L adjust
- GSTR Return Working Preparation for GST Portal
- GSTR 2A Working for GST Portal and Recounlation
- Tax Audit for Sales and Purchase Invoice and Recounlation
- GST, TDS and Income Tax working
- TDS Working for Section wise TDS dedication for Salary
- Profit and Loss account and Balance Sheet preparation
- Desperation and other statement preparation
- Income Tax office notice reply drafting and preparation
- Banking work like Income tax challan deposite
- Sale tax return preparation
- Sale Tax rectification working and preparation
- Visit for Sales Tax office for Sales tax rectification regarding
- Other Govt portal registration like GST, MSME, Partnership Deed, BRN, Food license, Startup Registration,

3 Year experience in work in WebSenor Pvt Ltd at Accountant.

Responsibly:-

- Day to day banking
- Day to day Bookkeeping
- Making tally and expenses entries
- GSTR 3B and GSTR 1 Return preparation and filed return.
- TDS Working for Vendor Payment and TDS Payments
- Clearing all procurements
- Repairs and maintenance payments
- Clearing and Obtaining approval for making employee-related expenses payment
- Processing salaries
- Bank related work – Export Document Deposit and other banking work
- Reconciliation of salaries with tally
- Coordinating with HR Department
- Working with spreadsheets ledgers and journals.
- Calculating and checking to make sure payments, amounts and records are correct.

Strengths

- Strong will power, positive thinking, believe in teamwork.

Personal Profile

Father's Name	:	Heera lal Pandiya
Mother's Name	:	Dhapu Bai
Date of Birth	:	12/08/1998
Marital Status	:	Unmarried
Sex	:	Male
Language Known	:	Hindi & English
Contact	:	7073538166
Religion	:	Hindu
Nationality	:	Indian

Declaration

I hereby declare that all information's given above are true to the best of my knowledge

Place: UDAIPUR

Date:

(CHETAN KUMAR PANDIYA)