

CURRICULUM VITAE



VIJAY KANAIYALAL MEHTA

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Personal Profile

Father Name :Kanaiyalal Mehta

Gender : Male

Date of Birth : 11/08/1987

Religion : Hindu

Nationality : Indian

Marital Status : Married

Language Known

- English
- Hindi
- Marathi
- Gujrathi

Hobbies

- Listing music
- Playing game
- Chess

Career Objective

Seeking A Challenging Career Prospects In A Progressive Organization To Enhance My Accounting And Financial Skills

Work Experience

- **COMPANY NAME : FREDUN PHARMACEUTICALS LTD**
(DURATION: 9th JULY 2016 TO TILL DATE)
(Designation: Sr. Accounts Executive)

● **GST Work**

- Filling GST Return GSTR 1, GSTR 3B , ITC 04 with Payment
- GST Reconciliation of GSRT 2
- Refund Application i.e. Export LUT Refund without Payment
- Special Economic Zone Refund without Payment,
- Inverted Duty Structure Refund application
- Co-ordination with GST Officer related to GST Refunds and Queries

● **Tax Deduction at Source Work**

- TDS Calculation and Payment
- TDS Return filling

● **Finalization**

- Advance Tax Working and Challan paid
- Depreciation Calculation and Maintain Fixed Asset Register
- Preparation of Stock Statement
- Preparing Balance sheet Schedule and Profit and Loss Statements as per Company Act

● Sales Tax Work

- Sales Tax Return Filling with payment
- Sales Tax Refund application form 501
- Sales Tax Assessment, Audit and Refund
- C, H, and I Forms application and Receivable
- Apply Rectification of Order

● Other Tax Work

- Filling Professional Tax payment & Return
- Filling PF Return and Payment
- Filling ESIC Return and Payment
- Filling MLWF Return and Payment

● Day To Day Accounting and Checking

- Sales, Purchase, Journal, Bank, Cash, Payment, Receipt, Debit Note and Credit Note
- Bank Reconciliation
- Scrutiny of Debtors & Creditors with ageing wise Analysis, Party Account Reconciliation & Confirmation
- Salary & Wages Process, Payment of Employees Bonus, LTA, Leave Pay, Gratuity
- Managing Inflow and Outflow funds

➤ **COMPANY NAME: LALITHA CHEM INDL. PVT. LTD**
(DURATION: 2nd April 2010 TO 6th July 2016)
(Designation: Accounts Executive)

● Excise Tax & Service Tax Work

- Filling of Excise Return (ER-1)
- Excise Payment
- Excise Register Maintain
- Service Tax Return (ST-3)
- Service Tax payment
- Service Register Maintain

● Sales Tax Work

- Sales Tax Return Filling with payment
- Attain Business Audit
- Sales Tax Refund application form 501
- Sales Tax Assessment, Audit and Refund
- C, H, and I Forms application and Receivable

● Local Body Tax (LBT) Work

- Filing and Submission Of Local Body Tax (LBT) Annual Return & Payment
- Annual Return Filling Along With Payment

● Export Work

- Export related Documentation (Invoice and Packing List)
- Container Stuffing
- Co-ordinate with CHA
- Coordination with Bank related to inward Remittance
- Export Entries like Duty Drawback
- Document submission to Bank for E-BRC

➤ **COMPANY NAME: IDEAL CURES PVT. LTD**
(DURATION: 1ST JUNE 2008 TO 31ST MARCH 2010)
(Designation: Accounts Assistant)

● Day To Day Accounting and Checking

- Sales, Purchase, Journal, Bank, cash, Payment, Receipt, Debit Note and Credit Note
- Bank Reconciliation
- Update Outstanding Creditor & Debtor statement
- Handling Cash Transaction in absence of Cashier

● Sales Tax Work

- Sales Tax Return Filling with payment
- Sales Tax Assessment, Audit
- C, H, and I Forms application and Receivable

Academic Qualification

- **M.com** From Appeared from Mumbai University
- **T.Y.Bcom** From Viva College ,Virar with Second Class in the academic year 2007-08
- **H.S.C.** From Rizwan Harris Jr.College, Nallasopara With Second Class in the academic year 2004-05
- **S.S.C.** from Sopara New English High School, Sopara With Second Class in the academic year 2002-03

STRENGTH

- Punctual to complete the assigned task with in the time and the save time is used in the next best task
- Ability to reach goal.
- Positive attitude to drive out the best result out the performed task
- Helping nature not only for the friends and family but for the institute also
- Proactive in nature so that the future delay and difficulty would be minimized
- Eagerness to learn, highly motivated
- Sound knowledge of accounting principles
- Quick learner, adaptable, committed.

Computer Knowledge

Information Technology

- Ms Office
- Advance Excel
- TallyERP.9
- Spectrum
- Quantum
- Typing speed is 30wpm

Declaration

This is to certify that entries made a true to extent of my knowledge and belief.

Date:

Place: Nallasopara