

CURRICULUM VITAE

FULL NAME: - KALPESH PATEL
(C.A. INTER)

M.NO. +91-9558488828
+919712962992

Email :kalpeshkp123@gmail.com

=====

CAREER OBJECTIVE:-

My goal is to give the best service to business industry and society with my knowledge & experience. My endeavor is for rendering the quality service. I would like to integrate and develop my career in a global economy with the latest technology, application of theory and in harmony with emerging trends.

EXPERIENCE SUMMARY:-

I having more than 18 years graduate level experience including more than 10 years of specialist and senior level experience in the following field:

EDUCATIONAL QUALIFICATION :-

- Accounting Technician Passed from the Institute of Chartered Accountants of India in the month of February , 2009.
- C.A. Inter Passed with 50% marks from the Institute of Chartered Accountants of India in the month of November, 2004.
- Master of Commerce (M.Com) Passes with 53% marks securing Second class from Gujarat University, Ahmedabad, in the months of April 2004.
- Bachelor of Commerce (B.Com). Passed with 62 % marks securing First Class from H. S. Shah Commerce College under Uttar Gujarat University, Patan, April 1999.
-

TECHNICAL PROFICIENCIES :-

Accountancy: Handling Preparation of Accounts ,Finalization of Accounts, preparation of financial statement as per companies Act and accounting standard (AS) issued by ICAI. And Establishing Computerized accounting system.

Auditing : Knowledge of Audit of limited companies, firms, co- operative societies, schools and charitable institutes etc. as per Accounting Standards(AS).

Taxation : Handling of Tax Audit, Preparation of Income Tax Returns, TDS Excise, Service Tax, VAT Return.

Finance : Term Loan Disbursement, L.C. Opening, Retirement, Negotiation, Working Capital Management, Preparation of MIS etc.

WORK EXPERIENCE :-

WORK RESPONSIBILITY :-

In Accounting Field:

- Finalization of Accounts as per Accounting Standard(AS) issued by Institute of Chartered Accountant of India and International Accounting Standard (IAS) .knowledge of various Accounting software's like Tally 5.4/6.3, /9.

In Auditing Field:

- Knowledge of Auditing as per Accounting Standards (AS) and various Guidance Notes issued by Institute of Chartered Accountants of India (ICAI),
- Statutory Audit of Nationalized Banks, Government owned companies.
- Companies Audit as per companies Act, 1956.
- Tax Audit (Turnover more than Rs. 60 Lakhs) as per Income Tax Act.
- Concurrent Audit of Nationalized Bank.
- Audit of Co-Operative societies under the Co-Operative societies Act.

In the field of Taxation:

- **Tax Audit (Above 40 Lakhs Turnover) under Income Tax Act.**
- **Preparation of statement of income and return of income for all type of assessed, like salary people, sole proprietor, partnership firm, company.**
- **Projection of Advance Tax.**
- **TDS/Excise/Service Tax/VAT**

System Audit & Analysis:

- Having software knowledge for doing system audit:
- Operating System :- Window 98/95 & Window NT.
- Software and Technologies / Tools :- Microsoft Office 97/2000
Tally 5.4/ 6.3/ 9
F.A.S. Kitret/Taxcal (For Income Tax)

EMPLOYER'S NAME :-

(A) J. M. PATEL & BROS.

402, Harsh Avenue.

Navjivan Press Road,

Ahmedabad-380014

Phone : 079-27541560

DURATION :- 15th Jun 1999 to 31st May 2002

DESIGNATION :- Article Clerk & Audit Associate

(B). SBEED HEALTH CARE PVT.LTD.

16, Sudama Estate, Narol, Ahmedabad

Phone : 079-25713889

DURATION :- 1st Jun 2002 to 31st March, 2004

DESIGNATION :- Senior Accountant.

(C) CHIRIPAL GROUP

(SHANTI PROCESSOR LTD)

Piplaj, Pirana Road , Ahmedabad.

Phone : 079-25714568

DURATION :- 1st April, 2004 to 31st July, 2006

DESIGNATION :- Sr. A/c. & Finance Executive

(D) GYSCOAL ALLOYS LTD.

2ND Floor ,Mrudul Tower

B/H : Times of India

Ashram Road, Ahmedabad

DURATION :- 1st August , 2006 to 30/11/2019

DESIGNATION :- Manager Accounts & Finance

(E) GUJARAT STATE FINANCIAL SERVICES LTD.

Kanij BhvaN, GMDC Hous ,Vastrapur, Ahmedabad

DURATION :- 2nd December , 2019 to till date

DESIGNATION :- Officer –Finance & Accounts

❖ JOB PROFILE

Accounting & Taxation :

1. Finalization of Accounting
2. Checking Bill. Vouchers, Payment, Invoice etc.
3. TDS
4. Excise
5. Service Tax
6. VAT Return
7. Import Related Works
8. Export Related Works
9. Reconcile Excise data with Accounts data.

Banking/Finance :

1. Bank Disbursement & Related
2. L.C. Opening, Negotiation, Retiring
3. Bill Discounting
4. Preparation of monthly Stock and Book Debt Statements
5. Working Capital Managements
6. Preparation of MIS Report
7. Any Other Bank Related Job

Import/Export :

1. Handling Export Inquiries and preparation of Sales Contract
2. Preparing documents for export collection
2. L.C. retirement, Negotiation, Discounting.
3. Forward Booking
4. Arrangement of container, B/L and other export related works
5. Excise Duty Refund Related Works
5. Import and export accounting.
6. Opening in FLC, Drafting T.T. documents etc.
7. Co-Ordination with Clearing Forwarding agent relating to Import Custom clearance.

❖ CURRENT JOB PROFILE

- Day to day functions of the accounts department .
- Preparation of all vouchers and cheques for transactions with routine expense vouchers and journal voucher entries related to ICD (Received).
- Preparing monthly Balance sheet and Profit & Loss A/c .
- Passing all Journal Voucher entries related to Liquid Deposit Scheme, doing all calculations related to it along with reconciliation on a daily basis. He is also checking calculations of interest income received from Bank Fixed Deposit, Inter-Corporate Deposits and LDS scheme.
- Passing various journal voucher entries at the time of finalization of Annual accounts and is maintaining the various Ledgers.
- Preparing Fixed Assets Register
- Monitoring the compliance of statutory requirements of payment of TDS, preparation of TDS statements,

PERSONAL DATA :-

- Date of Birth :- 1st Jun, 1979
 - General :- Male
 - Marital Status :- Married
 - Nationality :- Indian
 - Languages :- English, Hindi, Gujarat
 - Residential Address :- F-102, Shukan Lotus
Near Tulsi Bunglow
Vandematram ,Chandlodiya
Ahmedabad. Gujarat, India.
Phone: M. 9558488828
e-mail: kalpeshkp123@gmail.com
-