

Kalpesh Pratap Gharat

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Career Objective

Seeking a challenging position where the knowledge I have gained can be practically utilized for the development of the organization. Aim is to maximize and enhance my skills to better serve for the progress of the organization.

Summary

- Around 15 years of diverse experience in the area of Finance & Accounts.
- Preparation of Monthly MIS, Capital Expenditure & all report related to Audit Work.
- Purchase Order & Works Contract related payments.
- Strong analytical and interpersonal skills.

Educational Qualification

Bachelor of Commerce from Mumbai University, with Pass class in 2000.

MBA in Finance from Vinayaka Missions University, with Second Class.

Accounting Skills

- Finalisation of Accounts.
- GST
- Income Tax & Sales Tax Appeal cases.

Computer & Other Skills :-

- | | | |
|---------------------|---|---------------------------------------|
| ➤ Operating Systems | - | WINDOWS 9x/XP/2000. |
| ➤ Package | - | Tally ERP9 |
| ➤ Typing | - | English Language with speed 30 W.P.M. |

Work Experience :-

#1

Name of Company	➤ VARDHAMAN REMEDIES PVT LTD
Post	➤ Accounts Manager
Duration	➤ From 13 th August 2014 to till the date.
Details	➤ Income Tax Scrutiny, Sales Tax Assessments & Appeal Case, Finalisation, P. Tax, Preparation of Monthly MIS reports. Creditors Payment like Purchase Orders & Works Contract.

#2

Name of Company	➤ VADILAL DAIRY INTERNATIONAL LTD
Post	➤ Sr. Executives – Accounts
Duration	➤ From 10 th July 2010 to 12 th August 2014.
Details	➤ Finalisation, Excise, Service Tax. TDS, Preparation of Monthly VAT Returns. P. Tax, Bank Reconciliation (BRS). Preparation of Monthly MIS reports. Creditors Payment like Purchase Orders & Works Contract. Debtors & Creditors Scrutiny.

#3

Name of Company	➤ TARAPUR ATOMIC POWER STATION, TARAPUR
Post	➤ Account Assistant
Duration	➤ From 31 st March 2003 to 14 th June 2010.
Details	➤ To co-ordinate with Internal, Statutory & CAG Auditors, Creditors Payment like Purchase Orders & Works Contract, Preparation of all reports related to Head Office. Preparation of Monthly VAT Returns. Preparation of Monthly MIS reports & Capital Expenditure Reports.

Personal Details

Name	➤	Gharat Kalpesh Pratap
Marital Status	➤	Married
Date of Birth	➤	10 th July 1978.
Languages Known	➤	English, Hindi & Marathi.
Permanent Mailing Address:-	➤	At - Navali (Near Bhavani Mandir), Taluka & Post - Palghar, Dist - Palghar (Maharashtra), Pin Code – 401404,

Place :- Navali (Palghar)

Date :-

(Kalpesh Pratap Gharat)