

# AHMED ADENWALA

## ACCOUNTANT

### CONTACT

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- Astodia Darwaja, Ahmedabad.

### SKILLS

- Tally
- GST & TDS
- MS Office
- Efficient use of AI

### EDUCATION

- B.Com
- City CU Shah Commerce College
- 2018-2021

### HOBBIES

- Coding
- Video Editing

### LANGUAGES

- Hindi
- English
- Gujarati

### COURSES

- Tally ERP - 9
- Web Development (Udemy)

### PROFILE

I am an accountant with 5 years of experience, skilled in managing financial records, GST, and bookkeeping. I am passionate about continuous learning and enhancing efficiency through AI tools to deliver accurate and timely results.

### WORK EXPERIENCE

#### Account Executive

- Suraj Forwarders Pvt Ltd
- 1-11-2022 - Present
- Worked with Logsys software, widely utilized by import-export companies.
- Automated data extraction from invoices using a Python program, reducing data entry time from 2 hours per week to 10 minutes per month.
- Manage the distribution of invoices via mail and send hard copies to clients if needed.
- Handle bank entries with reconciliations.
- Handle purchase entries and maintain accurate bookkeeping records.
- Follow up on outstanding payments to vendors.
- Effective email query management.

#### Accountant

- Classic Dyeing
- 01-08-2020 - 31-10-2022
- Created and managed invoices, handled bank reconciliations, and ensured accurate stock and financial entries.
- Handle bank entries and reconciliations
- Manage all company-related financial entries.
- Prepare and send GST and TDS data monthly to the Chartered Accountant.
- Maintain accurate stock records.

#### Assistant Accountant

- Master Accounting Services
- 01/07/2019 - 31/07/2020
- Learned Basics Of Accounting.
- Filed Gstr-1 and 3B of Companies.
- Managed their Bank Entries.
- Help CA in finalize data of Companies.

#### Additional Info

Scored 92 percentile in CMAT 2024 and 78 percentile in CAT 2022 but opted not to pursue an MBA due to financial constraints and high cutoffs.