

RESUME

ALPESH R. CHAVDA

Personal Detail

Mo. No. : 9924997345
E-Mail ID : alpeshchavda248@gmail.com
Address : B-18, Rajivnagar Part-3, Shyamal-Manekbag Road, Satellite, Ahmedabad-15.
Date of Birth : 24th Aug, 1997
Gender : Male
Marital Status : Unmarried

Education

CA Intermediate (Running) (ICAI)
M.Com (Semester 1) in 2018 at H. L. College of Commerce (Gujarat University)
B.Com (72% - Distinction) in 2018 at H. L. College of Commerce (Gujarat University)
H.S.C.E. (80%) Passed in 2015 at Gangotri Vidhyalay (Gujarat Board)
S.S.C.E. (64%) Passed in 2013 at Gangotri Vidhyalay (Gujarat Board)

Other Education

ICITSS – Information Technology in 2018 (ICAI A'Bad Branch)
ICITSS – Orientation Course in 2018 (ICAI A'Bad Branch)
Tally ERP-9 (A+ Grade-Golden Certificate) in 2015.
CCC (A Grade) in 2017.
Diploma in DTP, Web Designing & Multimedia (A Grade) in 2017.
MS Office (Excel, Word, PowerPoint) in 2017.

Skill

Excel, Tally ERP 9, Tally Prime, Easy Office, Finalization, Return Filling, Auditing, Leadership, Team Work

Experience

ARVEX PVT LTD (KARAN GROUP ZAMBIA)

ACCOUNT EXECUTIVE (Nov-22 to Jul-23)

- Payroll Processing.
- Preparation & Filling of Various Return.
 - VAT Return (Value Added Tax)
 - NAPSA Return (National Pension Scheme Authority)
 - NHIMA Return (National Health Insurance Management Authority)
 - PAYE Return (Pay As You Earn)
 - Reconciliation of Books of Accounts with All Returns.
- Senior Accountant of Logistic Department.
- Analytical Report for Logistic Department.
- Sales & Collection Reconciliation & Debtors Aging Report.
- Stock Reconciliation.
- Inter Company Reconciliation.
- MIS Report.
- Supervising Accounts Team & Assist them.

RIKIN J SHAH & CO. (CHARTERED ACCOUNTANT)**ARTICLE ASSISTANT (Aug-19 to Oct-22)**

- Auditing & Return Filling.
GST Return
TDS/TCS Return
Income Tax Return
- Reconciliation of Books of Accounts with All Returns.
- Finalization & Preparation of Financial Statement.
- Accounting of Different types of Entity.
- Branch Account & Consolidation of Financial Statements.
- Preparation of Different types of Certificate.
- Banking & Petty Cash Account.

ANAYA INFRACON PVT LTD / SHREE BUILDCON**ACCOUNTANT (March-17 to Jul-19)**

- Accounting.
- Book Keeping.
- Banking.
- Petty Cash Account.
- Preparation of Labour Bills.
- Prepare Details for GST Return & TDS Return & Income Tax Return & Audit.
- Materials Data Entry in MS Excel & Stock Report at the end of the month.