***CURRICULUM – VITAE***

**NAME : NARESH U. PANCHAL**

**DATE OF BIRTH : September 1, 1968**

**ADDRESS : B – 205, OM SAI KARISHMA ENCLAVE CHS. LTD.**

**BEHIND NAVGHAR POLICE CHOWKI**

**TARA – PAYAL COMPOUND, NAVGHAR ROAD**

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**PIN – 401105,**

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**CONTACT NO. : 9987927330**

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**MOTHER TONGUE : GUJARATI**

**MARITUAL STATUS : MARRIED**

**LANGUAGES SPEAK & WRITE : GUJARATI, HINDI, MARATHI, ENGLISH**

**EDUCATIONAL QUALIFICATION : B.Com from Bombay University**

**ADDITIONAL QUALIFICATION : ICA (INSTITUTE OF COMPUTER ACCOUNTANTS)**

**Industrial Accountant**

**Business Computer Applications, Financial Accounting,**

**Advanced Practical Accounts, Taxation, Investment Port**

**Folio & Managemnent, R.O.C., Banking, Insurance & Excise**

**TYPING : 50 W.P.M.**

**COMPUTER SKILLS : ENVIRONMENTS : Dos / Windows / 2000 / XP**

**PACKAGES : MS-OFFICE 2003 / 2007 / 2010**

**Accounting Package : Tally 7.2 / 9 / Erp 9**

**Diploma in Computer Science & Management Course**

**Diploma in Computer Applications & Graphics**

**Diploma in Ms-Office 2010 & Tally ERP9**

***WORK EXPERINCE :-***

* **M/s. N. V. Mehta & Co. , Chartered Accountants**

**PERIOD FROM : 01/09/1989 TO : 08/10/1990**

**For learning accounts & get experience in accounts**

* **M/s. KNS & Co.**

**PERIOD FROM : 09/10/1990 TO : 01/04/1997**

**JOB PROFILE :**

**Working as an Accountant, manually writing books of accounts of a manufacturing co., trading co. & personal accounts, calculation of interest – tds – advance tax, preparing of trial balance, balance sheet & computation of total income upto finaliasation, banking works, works related to shares & debentures, all office routine Inside-outside work, orders – production – dispatched-preparing & maintenance of stock statements etc.**

* **M/s. ACI**

**PERIOD FROM : 02/04/1997 TO : 21/04/2013**

**JOB PROFILE :**

**Working as an accountant, doing accounts of a manufacturing co. manually as well as on computer, personal accounts, TDS / VAT / LBT , preparing of trial balance, balance sheet, computation of total income upto finaliasation, all banking works, all office routine inside – outside works, factory incharge - supervisr, looking after all orders – production – despatched, follow – up of Purchase – sales parties, receipts & payments, arrangements & procurement of required raw materials, day to day & monthly preparation of stock statements, semi – finished goods, finished goods, marketing works, transport works, handling of workers payroll, advance – salary – bonus & all day to day works related to factory.**

* **M/s. LNEWPL**

**PERIOD FROM : 2-04-2013 TO : TILL DATE**

**JOB PROFILE :**

**Working as an accountants & works manager, looking & doing all accounting works in tally erp 9,lbt calculation, excise works, e-tds, orders, production planning, despatched, stock & procurement of raw materials & finished goods, administrative works, all office routine works, all banking works, handling all government department such as Factory Inspector, M.P.C.B., I.S.I., Weights & Measure, preparing of worker’s salary statement, esic, pf , bonus, cash & petty cash, indoor plus outdoor works**

**CAREER OBJECTIVES :**

**to use my analytical skills, ability to communicate ideas, commitment to perform quality work and relevant experience to improve efficiency and make the most of my expertise a highly responsible individual who is passionate about creating and building a successful service of business.**

**STRENGTHS :**

**Friendly, enthusiastic and persuasive**

**Professional demeanor gained through extensive interaction with the public, leadership roles in college**

**Activities.**

**Proven multi-tasking capabilities and ability to build relationships with public.**

**GOAL :**

**My goal is to transition my enthusiasm and creativity into such a good position where I can continue to**

**Provide the strategic/tactical leadership, critical in gaining public relations.**

**(NARESH PANCHAL)**