**PAREKH CHETANKUMAR RAJESHBHAI**

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***Seeking a Senior Level assignment in Financial Management | Accounting with an organisation of repute***

**SYNOPSIS**

* Presently associated with **REFRAHOLD as Commercial Officer & Accountant.**
* Adroit in the areas of Financial Management, Accounting, Taxation and Auditing
* Possess in-depth knowledge of Central Excise Working, Sales tax working, Cash Management & ERP, Tally 7.2 & 9, Excel Financial Accounting Package and MS Office
* Expert in processing large volume of transactions with accuracy
* Detail oriented individual with exceptional leadership, communication and interpersonal skills

**EMPLOYMENT SCAN**

**Refrahold** Oct 2014 - Present

Commercial Officer & Accountant Oct 2014 - Present

***Key Deliverables:***

* Preparation of Invoice, Stock Handling,
* Verification of excise & sales tax & Service Tax Returns; Checking bills, certified for payment
* Accounts Payable & Receivables, Bank Reconciliation, Inventory Management, Purchase & Store Handling.
* Cash Handling, Cash Voucher, Excise RG Part – 1 & 2, PLA Account etc.

**Murugappa Morgan Thermal Ceramics Ltd.**  Dec 2011 – Sept 2014

Assistant to Manager - Accounts Dec 2011 – Sept 2014

***Key Deliverables:***

* Managing Vat, Excise and Internal Audit activities up to finalization; Handling plant cash
* Reconciliation of FG & Non FG stock with system
* Verification & filling of excise & sales tax returns; Checking bills, certified for payment
* Monitoring activities pertaining to shipping & store department

**India Infoline Ltd.**  May 2011 – Dec - 2011

Relationship Manager

***Key Deliverables:***

* Opening of Demat Accounts, Broking, Trading for Clients.
* Maintaining all purchase & sales records on behalf of Clients
* IPO Processing

**INTERNSHIPSHIP**

**The Times Of India, Ahmedabad**

* Marketing of Various Products, New Client Generation

**Aerotherm Products, Vatva**

* Excise, Sales Tax, Cash Management & Stores Management.

**EDUCATION**

* MBA from Annamalai University in 2010 ( Distance Learning Mode)
* BBA from Gujarat University in 2008 (GLS Institute of Business Administration)

**PERSONAL DETAILS**

* Date of Birth: April 17, 1988
* Languages Known: Gujarati, English and Hindi
* Hobbies: Reading, listening music and traveling