

AMIT KOSHTI

DEPUTY ACCOUNT MANAGER

Experienced and adaptable Accountant with more than 15 years of experience by prioritizing accuracy and trustworthiness. An integral part of the organization and add value through good performance and an attitude of continuous learning.

PERSONALITY HIGHLIGHTS

- Cheerful disposition
- Neat and well-organized
- Motivated by problem solving
- Independent worker
- Works well with deadlines
- Collaborative and efficient

PERSONAL INFORMATION

Date of Birth : 4th April, 1984
Languages known : English,
Hindi & Gujarati
Nationality : Indian
Gender : Male

CONTACT DETAILS

E-304, Pushkar Heights, Nr.
Sitabag Society, Gebanshapir,
Isanpur-Vatva Road, Isanpur,
Ahmedabad - 382443.

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+91-93270 79221

BASIC INFORMATION

Deputy Account Manager with 15 years of experience in managing accounting and taxation departments. Monitored all kinds of financial procedures and ensured implementation of federal and state law regulations. At **Primetech Industries** implemented quality assurance procedures for accounts and Taxation looking to bring my general accounting expertise.

EDUCATION QUALIFICATIONS

Gujarat University — Ahmedabad, Gujarat
June 2008 - April 2009
Diploma in Taxation Practice with 61.33%

Gujarat University — Ahmedabad, Gujarat
June 2004 - March 2007
LL.B with 58.00%

Gujarat University — Ahmedabad, Gujarat
June 2001 - March 2004
B. Com with 60.38%

Gujarat State Higher Education Board - Ahmedabad, Gujarat
June 2000 - April 2001
12th Commerce with 70.00%

IT SKILLS & CERTIFICATIONS

- Swift India – 2000(M.S. Office)
National Institute of Information Technology (NIIT)
Passed with 76 %.
- FAS (Financial Accounting System)
Industrial Training Institutes (ITI)
Passed with 75 %.
- Tally 7.2
- Tally.ERP 9
- TallyPrime
- Ms. Office

PROFESSIONAL EXPERIENCE

Primetech Industries, Vatva, Ahmedabad.
Deputy Account Manager
Since April'05

Taxation:

- Verifying TDS, ESI, PF & Professional Tax calculation as per the norms.
- Export (For Direct, S.R.P., LC) work upto online EBRC Statement & Proof of Export.
- Preparation of GST return (including GSTR1, GSTR-3B).

Finance & Accounting:

- Finalizing and maintaining various books of accounts.
- Performing reconciliation of Bank & Ledger accounts and generating the related financial statements.
- Preparation of final accounts statements, trial balance, profit & loss account & balance sheet.

Accounts Payable / Receivables:

- Interacting with suppliers / creditors / customers / debtors for timely payments and handling payables & receivables through ageing analysis to ensure the target with prominence to customer satisfaction.
- Looking & Verifying statements, decentralized billing / invoices and payment cheques / vouchers.
- Ensuring speedy processing of payments to creditors and follow-up of receipts from customers (debtors).
- Managing vendor payment, rectification of entries and account department on query resolution.

Auditing:

- Co-ordinating with Internal auditors to complete their audits for finalization of balance sheet.
- Understanding audit requirements; observing & validating process for following quality procedures.

Administration:

- Verifying the payroll, salary disbursement and transfer.

Pandya Consultancy, Ahmedabad.
Audit and Tax Assistance
April'04 to March'05

- Audit for various party like sales register, purchase register, cash book, bank book, journal voucher.