

**Kinjal Y. Koshti**

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#### ❖ Career Objective

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

#### ❖ Career Summary

- A detail oriented professional with excellent knowledge of accounts possesses rich experience of 8.5 years in financial planning, analysis and accounting principles.
- Admirable capacity to improve and maximize overall business and accounting function integration through effective communication processes.
- Experienced in keeping the records of daily accounting transactions and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.
- Effective communication skills to develop and handle administration of entire unit.

#### ❖ Personal Qualities

- Strong analytical and problem solving skills.
- Effective communication skills in Written and verbal both.
- Highly trustworthy, discreet and ethical.
- Personality with strong attitude.
- Professional and personal relation maintaining.

#### ❖ Technical Skills

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Experienced in working on Tally ERP 9.0
- Internet Savvy
- Excellent communication skill

#### ❖ Key Responsibilities Handled

- To be reconcile of Bank Statement with company bank book on daily basis.
- Data entry in Tally on daily basis.
- To handle Petty Cash.
- Entries of Journal Vouchers, Bank vouchers, Expense vouchers, Purchase bills in Tally.
- To prepare Sale bills (Excise bills & Trading bills).
- GST & TDS Calculation & filling.

- Preparation of cheques as per requirement.
- To release payments in mode of RTGS/NEFT.
- To prepare VAT calculation sheet by monthly.
- To prepare EXCISE Return.
- To maintain register like RG 23 & Stock for excise purpose.
- Co. Ordination with H.O & other branches.
- To prepare CST Challan.
- To release payments of credit card & phone bills of company.
- E-filling of VAT & CST.
- Maintaining details of 'C' form received from parties.
- To maintain list of Sundry Debtors & Sundry Creditors.
- To follow up with sundry debtors for payment.
- To follow up with party regarding Form "C".
- To maintain TDS data & prepare data for quarterly & monthly return.
- To provide form -16 to employees via government website.
- To keep data of form 26 AS.
- Ledger Scrutiny on monthly basis.
- To process for new recruitment via Indeed with help of management.
- To perform all HR related activities.
- To handle administration related activities like looking after AMC contracts of A.C., Security services, Stationery vendor.
- Communication via email & telephonic on behalf of Director & CEO.

#### ❖ Employer

- Working as Assistant Manager Admin & Accounts in Aegis Elevators Pvt.Ltd. from November, 2018 to July, 2020.
- Worked as Accountant in Adorn Enterprises Ltd. from February, 2018 to November 2019.
- Worked as Accountant in DESMO EXPORTS LIMITED from July 2012 to August, 2013.
- Worked as an Executive - Accounts in SWASTIK GROUP OF COMPANIES from September, 2010 to June 2012.
- Worked as an Executive – Internal Audit in Doshion Veolia Water Solutions Pvt. Ltd. from November 2006 to August 2010.

#### ❖ Academic Details

- Certification in Tally ERP 9
- B.com from Gujarat University

#### ❖ Personal Details

- Date Of Birth : 24/01/1986
- Languages Known : Hindi, English, Gujarati
- Marital Status : Married
- Permanent Address : 5, Kamdhenu Park Society, Nr. Shardaba High School, Vastral Road, Vastral, Ahmedabad – 382418.
- Current Address : RK Puram Society, Lane No.14, Munjaba Vasti, Tingrenagar, Pune – 411032.