

PREYOM ZAVERI

ACCOUNTS MANGER

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TO HIRING MANAGER

Thank you for the opportunity to apply for the slot role at your company. After reviewing your job description, its clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform as per your expectations.

I am an efficient professional who has been consistently praised as diligent by my co-workers and directors of the company. Over the course of my 14 years career, which includes practicing under Chartered Accountants and Tax lawyers I can firmly say that I can manage the accounts least concerned , related to any business nature or software as I am very clear, well educated and experienced on my basics and technical concepts. I am enough confident that with very less supervision and guidance and with a attitude to take challenges as an opportunity I can perform any given task very comfortably ,with adequate good results.

I have keen interest to work with a growing company having productive working culture and pleasant environment. Thank you for your precious time and consideration , I look forward to join your company as an Accountant with the company s vision and requirement.



PREYOM ZAVERI

ACCOUNTANT

OBJECTIVE

Secure a responsible career opportunity to fully utilize my knowledge, skills and 12 years of experience while making a significant contribution to the accounts, finance and banking of the company.

PERSONAL DETAILS

Contact : +91 800049 5599

Email: preyomzaveri@gmail.com

Nationality: Indian

Date of Birth : 12th June , 1989

Marital Status : Married

Languages : English , Hindi & Gujarati

TECHNICAL SKILLS

- M.S. OFFICE
- TALLY PRIME / XERO
- I.T. RETURN & GST FILLING
- UAE VAT FILLING
- U.K. ACCOUNTING
- GAAP/ IFRS

INTERPERSONAL SKILLS

- Independent & Managerial Approach
- Good at Prioritizing the work
- Team Handling
- Multi tasking to context my role , job and responsibilities
- Loyal ,Dedicate and Ethical in my work
- Believes in Smart and Quality work.

EDUCATION QUALIFICATION

MASTERS IN COMMERCE (M.COM)

University Of Gujarat - India | 2010 - 2012

BACHELOR IN COMMERCE (B.COM)

University Of Gujarat - India | 2007 - 2010

14 YEARS OF EXPERIENCE

2022 - till date Darshan Hardware Pvt. Ltd.

Sr. Accountant

2019 - 2021 Arab Brother Traders LLC in Dubai

Senior Accountant & Tax Filer

2013 - 2019 In a C. A. Firm - India

Audit Assistant cum Accountant

2010 - 2012 Bright Education Academy Ltd.

Accounts Teacher

ACHIEVEMENTS

- During lockdown I got a chance to add on skill in me so I learned Quick Book during that period.
- Understand how to manage work stress and remained focus by learning yoga and meditation.
- A biggest achievement in my professional life is having job offer without any references and recommendations when I came first time directly in Dubai without any support.
- Setting up a Accounting system in last company & quickly grasped the process of VAT Filling in just one quarter.
- I took the opportunity of playing a HR role in due to unavailability of hiring manager which results in to incentive at the end of the month.

WORK & REPOSNSIBILITIES OVER THE 14 YEARS OF EXPERIENCE :

- To issue the sales tax invoices, maintaining cash receipts and to control the expenses of the firm.
- Preparation of Vat Report : Quarterly Sales Report - Credit Claiming Report.
- To manage and handle day to day operations of the accounts department.
- Credit Note - Debit Note, Goods Return Vouchers, Discount Allowances, Bad Debts, Return Vouchers with stock - without stock, Stock transfer Stock Journal etc.
- To assist reporting person in day to day activity.
- To co – ordinate different department and provide necessary suggestion and recommendations for improvement in work process.
- Preparing MIS Reports :(Bills Receivables, Bills Payable, Stock Ageing Analysis, Outstanding Reports, Income Statement Report , Commission Report, Inventory Reports)
- Accounting and book keeping solutions result in minimizing operating costs while improving business efficiencies.
- Handle and Maintain Accounts up to Finalization.
- Setting up accounting systems, procedures and controls, cleaning up messy accounts and finalization of books of account.
- Responsible to do the work of banking operations , salary payments and expenses , etc.
- To prepare and maintain the Accounts Receivable / Payable / Outstanding Report on time to time.
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- To prepare and maintain the Accounts Receivable / Payable / Outstanding Report on time to time.
- Summary, Damaged Goods , Dead Stock In the Warehouse, etc.
- Preparing Negative Stock Report, Clearing up Negative Ledgers, Managing Non - Accounting Vouchers, Post- Dated Vouchers.
- Preparing Reports for Overdue Receivables from Customer and Overdue payables from Suppliers.
- Managing Cash , Bank (personal & business bank account) , Credit Card expenses.
- Recording and Posting journal entries, to ensure all business transactions are recorded in a timely manner.
- Issuing client invoices, and tracking/updating of accounts receivable records.
- Preparation of Financial Statements Like Profit & Loss A/c , Trading A/c & Balance Sheet.
- Analyze, report and provide advice on taxation issues to organizations or individuals, prepare taxation returns and reports, and handle disputes with taxation authorities.
- Aged Debtors Report - Aged Creditors Report. (Outstanding Invoices, Due Bills Overdue bills, Paid Bills Unpaid Bills.)
- Visiting client place physically and to check their records, accounting books, all register related purchase and sales for auditing and matching with last year balance and returns.
- Preparing Query Sheet to get the necessary evidence and reasonable answers from concerned accountant or client.
- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations. Preparing and maintaining important financial reports.
- Preparing tax returns and ensuring that taxes are paid properly and on time.
- Providing necessary solutions and treatment to sort out queries and same co - ordinating after discussions with seniors and Chartered Accountants.
- Preparing all payroll reports and Journal vouchers as per the standards.
- Assist with the preparation of financial statements
- Analyzing and reconcile bank statements and general ledgers
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice
- Report to management regarding the finances of establishment.
- Gathers jobs supporting the business through financial services, such as business planning and performance analysis, risk management, tax and administration.
- To accomplish tasks with accuracy with a particular emphasis on customer service and to add value to the finance team.
- Responsible for the operation of all accounting systems and records, including, but not limited to intercompany invoices and reconciliation, expenditures, inventory, assets, payroll, cut off, payments, bank reconciliation.

MY CURRENT PROFILE

● WORKING WITH DARSHAN HARDWARE PVT. LTD. AS A SR. ACCOUNTANT

FOLLOWING ARE THE LIABILITIES AND RESPONSIBILITIES AS A SR . ACCOUNTANT :

ACCOUNTING LIABILITIES :

- Keeping books of account and systems up to date and resolving accounting discrepancies
- Monitor all banking activities in order to detect irregularities
- Computing and Maintaining accurate financial records.
- Compiling, analyzing and reporting financial data as per accounting standards and principles.
- Ensuring Financial statements and records comply with laws and regulations.
- Performing ledger checking , ledger balancing and scrutiny to balances as against amounts in the ledger and goes a step further to verify that such amounts agree with financial reports.
- Tracking of transaction in bank statements like large credit , loan EMI , unidentified debit charges, fund and credit availability in bank .
- Finalizing financial statements like profit & loss , balance sheet , with year end closing entries , recording provision for next accounting year, etc.
- Evaluating financial operations to recommend best practices, identify issues and strategize solutions, and help organizations run efficiently.
- Guide accounting clerical staff by answering relevant questions and coordinating activities.
- Secure sensitive financial information by completing database backups
- Establishing, maintaining, and coordinating the implementation of accounting and accounting control procedures.

STATUATORY & TAXATION

INCOME TAX :

- Ensuring timely submission of Provident Fund, Employees State Insurance, Professional Tax Contributions, etc.
- Managing around 10 salary account 5 individual account , 2 business account with context of income tax laws and provisions.
- Estimating company s tax liability ,advance tax payments, deductibles, classifying and presenting all the cash income, large credit bank transaction, bank interest etc.
- Proper information of all types of income heads and technicality like Capital Gain Income , 80 c Deduction, 80D Deductions, Tax free Investments, Income From Other Sources, Salary Income, etc.
- Filling year almost 20 returns inclusive of salaried , business returns, Loan purpose Return ,NIL return etc. ITR 1 , ITR2 and 3.
- Determine tax savings and recommend strategies to improve profits.
- Calculation of Tax Payable of a particular assessment year with technical knowledge of tax software to generate computation and to calculate taxable income and claiming deductions and benefits as per Income tax laws.

TDS

- Monthly time to time preparation of TDS challan and TDS sheet of deductee for quaterly 26Q TDS return.
- Ensuring correct section against each deductee record and correct rate is quoted against each deductee record.
- Deduction of Tax as per 94C Contractors, 94H Commissions, 94 J professionals, 92B Salaried, 194A, 194A Rent Exp, etc

GST

- Monthly filling of GSTR1 , 3B with detailed information of each sale invoice like B2B or B2C or sale to unregistered person.
- Monthly adjustment of input gst against the output gst for gst payable amount before government due dates.
- Reconciliation of GSTR 2A and 2B with books of account

HR & PAYROLL

- Posting of staff requirement on different different job portals, consulting and negotiating with manpower providers, resourcing of manpower, reviewing of best candidate.
- Arranging of interviews and taking of technical round of interview of accountants, preparing and formatting paperwork like offer letter, appointment letter, leave form, etc.
- Calculation of CTC of firm, Contribution of Company towards employee, Salary- Leave Calculation supervision on Attendance monthly sheet and software.
- Ensuring timely submission of Provident Fund, Employees State Insurance, Professional Tax Contributions, etc.
- Maintaining discipline, harmony and professional working cultural among all the departments to get productive work from the employees
- Keeping a keen eye on the juniors, supervision on their work and getting regular reporting of work from them.
- Preparing of wage slip and payroll sheet and ensuring all the deductions and liabilities are calculated correctly and lastly managing fund for such salary expenses.
- Managing and recording all the paperwork like resume, contract papers, joining letters, salary sheets, salary slips, salary account details, commission account, etc

DECLARATION

I hereby declare that all the above information is correct and genuine in best of my knowledge and belief.