

ANIL JAGTAP

L-305, Shrinand Nagar Part-4,

Sonal Road, Vejalpur,

Ahmedabad, Gujarat.

E.mail: aniljagtap25@gmail.com

Contact No: +91 8866733118

CAREER OBJECTIVE	To utilize my knowledge and play a role in betterment of your esteemed organization, Wishing to be directed towards a responsible position in progressive organization where my competencies could be usefully engaged in challenging areas of Accounting, Finance, Taxation and Audit, whereby I can contribute significantly to organization.
ABOUT MYSELF	I am a B.Com by profession & further looking forward for an opportunity in the field of Finance, Accounts, and Audit & Assurance. I endeavor to contribute to the corporate world with my qualification and intellect.

EDUCATIONAL QUALIFICATION	B.Com in 2010 from Gujarat University Class XII in 2007 from Gujarat Board Class X in 2005 from Gujarat Board
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WORK EXPERIENCE	<p>Currently working with CA Monil R Shah & Associates. Ltd from December 2018 to as on today:</p> <ul style="list-style-type: none">➤ Book keeping of day to day financial transaction (Bank and Stock Journal Voucher).➤ Timely reconciliations of Accounts receivable and payables.➤ Monthly reconciliations of Bank Accounts.➤ Monthly preparation of Balance sheet & Profit and Loss.➤ Monthly preparation of GST Return and Quarterly preparation of TDS Return. <p>MGI Vision Chartered Accountants, a member of MGI worldwide CA firm(Muscat-Oman) from 2013 to November 2018:</p> <p>MGI Worldwide is an international network of independent audit, tax and accounting firms, a network with some 5000 professionals in over 250 locations around the world. MGI Vision Chartered Accountants, is an assurance, tax and consulting firm founded in 2011 by Abdul Majid Al Abri and based in Muscat, Oman. Although young, the firm has already built up a reputation for high quality in its domestic market. A firm is also 12th largest in Middle East.</p> <p><u>Responsibilities Includes:-</u></p> <ul style="list-style-type: none">➤ Handling Independent audits, Leading and managing audit teams for various clients from setting the scope of the audit to preparation of financial statements and audit finalization as well.➤ Preparation of Tax returns as per the laws of Oman and the Companies Act and preparation of tax response to the Income Tax Dept. of Oman against
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queries raised.

- Creating audit schedules and ensuring completion of the same within the stipulated time frame.
- Conducting verification of books of accounts to detect any possible material misstatement and ensuring that accounts prepared are both reliable & prepared in accordance with set guidelines.
- Performing Analytical Review of the financial data to identify unusual trends or fluctuations. Also comparing with the previous corresponding figures and with the budgets and seeking explanations for unusually deviations.
- Analysis of Stock and Stores - Identification procedures for Slow Moving, Non-Moving and Obsolete items, analysis of Purchase Procedure.
- Analysis of Revenue Booking System and Expenditure incurred.

Worked as an Accountant with Besix Constructions LLC at Dubai and Dar-Es-Salaam (Tanzania) from year May 2010 to April 2013:

Responsibilities Includes:-

- Book keeping of day to day financial transaction.
- Maintenance & Reconciliation of General Ledger, Purchase Book, Sales Book, Cash Book, Bank Book, Accounts Payable & Receivable, Salary Register and reporting there on.
- Preparation of Bank Reconciliation Statements.
- Preparation of Fixed Assets Register.
- Preparation of Payroll register and monitoring of any dues other deductions like PF, Gratuity, Advances in accounting system.
- Preparation & Finalization of Accounts for the purpose of Audit.
- Handling Audit and compliance of queries raised during the course of Audit.
- Preparation of various financial reports for the management review.
- Liaison with Bank for day to day business operations.
- Handling Taxation (Income Tax & Sales Tax) matters for the firm and Partners, liaison with Chartered Accountant Consultant for the matter in case of scrutiny.
- Other Administrative jobs.

Worked as an Junior Accountant with Lallubhai Ishwardas. at Ahmedabad (India) from year June 2006 to March 2010:

- Book keeping of day to day financial transaction.
- Payables & Receivables reconciliation.
- Bank & Cash reconciliation.
- Preparation of VAT report.
- Assist to senior accountants in the preparation of monthly/yearly closings.
- Assist to senior accountants in the preparation of various reports.

**COMPUTER
PROFICIENCY**

- Working knowledge regarding application package MS Office, Tally, Wings.

PERSONAL DETAILS

- Date of Birth : 25th January, 1988.
- Permanent address : L-305, Shrinand Nagar Part-4,
Sonal Road, Vejalpur, Ahmedabad,
Gujarat, India.
- Father's name : Mr. Satish Vasantrav Jagtap
- Father's Occupation : Auto Driver
- Languages known : English, Hindi, Gujarati, Marathi.
- Nationality : Indian
- Passport Details : S - 0551974, Valid up to 07-11-2027
- Marital Status : Married

HOBBIES

Playing Cricket & Interaction with People

**Date: 28-10-2020
Place: Ahmedabad**