

## Jeet Bhavsar

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### PROFESSIONAL SNAPSHOT

- A dynamic professional with over 13+ years of cross functional experience in Accounts, Taxation, and Internal & Statutory Audit.
- Skilled at preparing final accounts & other financial statements.
- Coordinating with vendors, bankers etc. for smoother operation.
- Financial Planning and management as per need of organisation.
- Planning and carrying out different types of audit.
- A team player believes in maintaining healthy relationship & excellent work environment.

### GENERAL PROFILE

Date of Birth : 13<sup>th</sup> Dec 1988  
Gender : Male  
Nationally : Indian  
Marital Status : Married  
Languages Known : English, Hindi, and Gujarati.

### EXPERIENCE

Sr. No	Company Name	From	To
1.	<b>Kranti Polytech Pvt. Ltd.</b> Sr. Accountant	Feb 2020	Working
2.	<b>Shree Gayatri Cement Pipe Infracon &amp; LLP</b> Sr. Accountant	Sep 2016	Jan 2020
3.	<b>Mother Lam Pvt. Ltd.</b> Accountant	May 2013	Aug 2016
4.	<b>Sanjay Patel (Chartered Accountant)</b> Accountant	Jan 2012	Apr 2013
5.	<b>C-metric solution Pvt. Ltd.</b> Process Associate (QC)	Feb 2010	Dec'2011

## EDUCATIONAL QUALIFICATIONS

Academic Record	College	Percentage	Year
B.com	Gujarat University	53.00%	2009
H.S.C	G.H.S.E.B	62.00%	2006
S.S.C	G.S.E.B	53.00%	2004

## ACTIVITY

- Good Knowledge of Tally.
- Sales & Purchase Entries, Journal Entries.
- Prepare General Ledger And Journal Entries Analysis.
- Assisted Junior Accountants In Preparing Month End Reports And Monthly Bank Reconciliations.
- Supervised Junior Accountants And Monitored Their Work Daily
- Comprehensive Knowledge of Procedures Related To Importing And Exporting.
- Coordinated Overseas Shipping With Customs Agents For Clearance.
- Ensured Accuracy of Revenue And Expense Accounts.
- Daily Accounting, Debtors & Creditors Payments, Bank Reconciliation, Finalization of Accounts, Knowledge of Preparation of TDS & GST Filing Etc.
- Receivables and Payables Management.
- Cooperated With Internal And External Auditors.
- Working Knowledge of Ms Excel and Word.

## ACHIEVEMENTS

- I have achieved **High Efficiency** award in May 2011 in C-Metric.

## SKILLS

- MS Office – Word, Excel, PowerPoint.
- CCC
- Accounting Software – Tally. ERP 9 & Prime
- Networking – Internet & Internet Applications.
- Internal & Statutory Audit
- Financial Planning and Co-ordination.

## HOBBIES

- Working on computers, watching movies and Reading Books.

Yours Sincerely,

**Jeet Bhavsar**