

CHANDRAPRAKASH KANTALAL YADAV (M.Com)

Age: 34 Years, **Experience:** 11 Years

Email- ckyadav88@gmail.com

Contact No. 090330 79661
070167 87851



KNOW MYSELF

- Date of Birth: 1st January, 1988
- Fathers Name: Kantlal P. Yadav
- Marital Status: Unmarried
- Permanent Address: 4, Jay Shree Mahakali Nagar, B/H: Parimal Hospital, Opp. Gujarat Stadium, Sabarmati, Ahmedabad -380005 Gujarat

CAREER OBJECTIVE

I am Skilled Accounting Professional with 10 + Years of experience, currently working as Senior Officer Accounts & Finance. I have Strong understanding of all concepts of accounting, finance, & Taxation. I have ability to manage multiple assignments (Multi-Tasking) while meeting tight deadlines schedules. I possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills. I have proven track record of performing work in an ethical manner while consistently maintaining the integrity of financial data. I have strong relationship-building skills and effective collaboration with management, co-workers, vendors and clients. My interested Careers are Accounting & Taxation (GST & Income Tax), I am also interested in Corporate Finance, Fund raising, Budget & Cash Flow Management with growth-oriented Organization repute.

EDUCATIONAL BACKGROUND

Examination	University/Board	Year	Class Obtained
M.com	Gujarat University	2014	Second Class
B.com	Gujarat University	2008	Second Class
H.S.C.	Gujarat Board	2005	First Class
S.S.C.	Gujarat Board	2003	Second Class

COMPUTER PROFICIENCY

- Well conversant with Microsoft Windows XP, Windows 7, MS Outlook.
- MS-Excel, MS-Word, MS-PowerPoint, Well Versed with Internet Fundamental.
- Following Accounting Software well versed with:
 - 1) SAP FICO Module
 - 2) Tally ERP9
 - 3) Quick Book

WORK EXPERIENCE

Name of Company: Sanghi Industries Limited

Period: April 2019 to till date

Designation: Senior Officer Accounts & Finance

Industry: Cement Manufacture

Major Roles & Responsibilities includes:

- TDS & TCS working & payment on monthly basis, Quarterly TDS & TCS Return.
- Issue Form 16, 16A & 27D file Form 15CA & 15CB
- TDS payment entry with ledger clearing at regular interval.
- Ledger scrutiny
- Handling Payroll Compliance: - PF, ESIC, Prof. Tax
- Profitability Statement, Daily Sales Report
- Budget vs Actual MIS and Other costing related MIS

- Assisting auditors & HOD - Accounts in Finalization of accounts, Tax Audit, Income Tax Return.
- Good Knowledge of Accounts Payable & Accounts Receivable
- Filing of GST Returns (GSTR3B & GSTR1) Reconciling ITC with Books

Name of Company: The Sandesh Limited
Period: October 2014 to March 2019
Designation: Senior Accounts Executive
Industry: News-Media

Major Roles & Responsibilities includes:

- Preparation of Monthly Balance Sheet and submission to GM of Accounts & Group CFO.
- Provision and Prepaid details preparation and uploading on monthly basis.
- TDS & TCS working & payment on monthly basis, Quarterly TDS & TCS Return.
- TDS payment entry with ledger clearing at regular interval.
- Day to day accounting entries for Vendor bill booking, Cash Expense booking with due consideration of legal compliance like TDS, Service Tax include RCM, GST (Goods & Service Tax).
- Payment of Salary to employees and vendor payment.
- Prepare budget sheet, Check budget variance and changes with approval.
- Bank Reconciliation in SAP
- Liaison with bankers, Inter-Department and with Statutory / Internal Auditors.
- Assisting auditors and GM - Accounts in Finalization of accounts, Tax Audit, Income Tax Return.
- Any other details as required by management and submission to management as required.
- Posting of customer invoice & Credit Note Telecast Division

Name of Company: Axiom BPM Services Pvt. Ltd.
Period: March 2012 to September 2014
Designation: Accounts Executive
Industry: IT

Major Roles & Responsibilities includes:

- Engaged in the accounting of the company, group companies and personal accounts of Directors.
- Handling Bills Receivables & Bills Payable.
- Generation of MIS Reports.
- Liaisoning with the Labour Law officers and Govt. Departments viz. ESIC, EPF.
- Dealing with the Bankers for Corporate Payroll Bank Accounts, FIRC and other related matters.
- Calculation of TDS, Service Tax & Profession Tax and ensuring timely payment.

Name of Company: Rainbow Papers Limited
Period: August 2009 to September 2010
Designation: Sales Assistant
Industry: Paper Manufacture

Major Roles & Responsibilities includes:

- Handling Excise Invoices and Challans.
- Daily Dispatch Arrangement.
- Network Planning and Execution.
- Handling Stock, Finished Goods and B.S.R. Reports.
- Maintain Stock Verification and checking.

SKILLS

- Good Analytical & Inter-personal abilities.
- Keen learner with constant zest to acquire new skills.

HOBBIES

- Listening Music, Cricket, Travelling.