

Abhay B. Panchal

Career Objective

To Prove Myself Dedicated, Worth Full And Energetic As A M.Com In A Progressive Organization That Gives Me Scope To Apply My Knowledge And Skills And Be A Member Of A Team That Dynamically Works Towards Success And Growth Of The Organization.

Qualifications:

Course	School / University	Passing year	Marks
M.COM	N C Bodiwala & Prin. M.C.Desai Commerce College	2023	67.16%
B.COM	City C.U Shah Commerce College Lal Darwaja	2021	71%
H.S.C	GHSEB	2018	68.58%
S.S.C.	GSEB	2015	60.00%

Technical Skills

- Basic Computer Knowledge (CCC)
- Tally Prime
- MS-Excel & MS-Word

Hobbies

- Travelling & Music
- Reading & Study

Job Experience

- 1 Year Experience In The Chartered Accountant at S.J.T & Co.
- 3 Year Experience In The Lab Medica Systems Pvt. Ltd.
- 1 Year Experience In The JMC Paper Tech PVT. Ltd.

Profile & Strengths

- Keep Bank Accounts up to date by posting day-to-day transactions
- Handled accounts Payable & Receivables Process in accounts
- Experienced in reconciliation of accounts of all kinds
- Record and maintain all the entries of day-to-day business transactions like Sales, Purchase, Payment, receipts, Purchase orders, etc.

- Generating invoices and e-invoice in the Tally prime software on a day-to-day basis
- Update accounts payable and performs reconciliations
- Prepare and submit weekly/monthly reports
- Responsible for managing all accounting & office work with monthly closing activities, and submissions to internal/external parties
- Maintain all the records & files in a proper manner
- Record all expenses and review those expenses & keep the track of expenses every month
- Record and maintain stock on a weekly basis
- Preparation of GST Return, TDS & TCS Return and Filing it on Portal
- To finalize the Balance Sheet as per the Companies Act

Personal Profile

Date of Birth	15/1/2000
Father Name	Panchal Buddhisagar Jethalal
Mother Name	Panchal Nayna ben Buddhisagar
Marital Status	Unmarried
Nationality	Indian
Language Knows	Gujarati,Hindi,English
Contact Address	B-802, Sadguru Air, Near lalgebi circle, S P Ring Road, Vinzol, Ahmedabad-382445
Contact no.	7284879259
Email id	abhaypanchal0115@gmail.com
Religion	Hindu

References : Will be Provided as per your requirement.

Your faithfully

Panchal Abhay