

## KALPESH PRAJAPATI

C-203, Nirmal Flora, Opp. Sukirti Bungalow, Sanand, Ahmedabad

Phone: 9979260480; Email: kkp220749@yahoo.co.in

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## ACCOUNTS & FINANCE PROFESSIONAL

*Offering 13+ years of rich and diversified experience; seeking managerial level assignment across the industry*

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### SUMMARY OF SKILLS

- Competent and result oriented professional with **experience across Accounts Management, Auditing, Budgeting, MIS Reporting, Customer Data updation, Filing GST, Service Tax, TDS, VAT Return, payment of statutory Dues viz.** TDS, Service Tax, GST & VAT and aging Analysis of Creditors & Debtors.
- Currently spearheading as a **Assistant Manager Accounts with Zamil Air Conditioners India Pvt. Ltd..** Proven ability to mobilize and manage financial resources to meet company's long and short-term financial needs.
- Well versed in **managing wide spectrum of finance activities encompassing Account Reconciliation, maintaining Day Book & Ledger, Invoices Handling, Preparing of Balance Sheet, P&L A/c and Cash flow statement, Preparing Balance Sheet, GST, Service Tax, Excise, Sales Tax, Work Contract Tax & TDS, etc.**
- Highly skilled in **handling overall accounting, financial and taxation matters of the company including accounting transactions,** maintenance/preparation/finalization of accounts and other related matters while ensuring adherence to accounting norms.
- Proficient in **supervising the preparation of MIS reports and other statements to provide feedback to top management** on financial performance viz. fund management, credit control and profitability.
- **Articulate communicator with excellent planning, execution, monitoring and problem solving skills,** as well as the ability to handle multiple tasks in high-pressure environments.

### Core Competencies

Vision & Strategic Financial Planning • Accounting & Financial Operations • Financial Statement and Cash-Flow Analysis • Finalization of Accounts • Management Accounting • Taxation & Audits • Compliances Management • Fund Management • Budget & Forecast • MIS • Financial Reports • Resource Optimization • Legal & Statutory Compliance • Liaising & Coordination • Credit & Collection • Relationship Building • Team Leadership • Problem Solving Skills

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### PROFESSIONAL EXPERIENCE

#### ZAMIL AIR CONDITIONERS INDIA PVT LTD

Since Mar'17

#### Assistant Manager Accounts

- Responsible for the Handling accounts of Zamil Air Conditioners India Pvt. Ltd. Gujarat, Maharashtra and Madhya Pradesh Branch.
- Job Cost Analysis and optimized Profit.
- Ensuring Bank Guarantee, Insurance, Commercial Terms of Tenders/WO.
- Filing GST Return, Preparing Ensuring adherence to procedures and policies of the Industry and streamlining various Financial Operations & Analysis with key focus on bottom line profitability.
- Looking after operational expenditure/control and responsible for strategically planning & implementing innovative business strategies to initiate finance control.

- Performing daily accounting transactions in General Ledger also performing timely reconciliation of all General Ledger accounts.
- Instrumental in Fund Management - monitoring fund position on daily basis and updating to Management.
- Generating MIS Reports at various required frequencies (Weekly, Monthly, Quarterly and Annual). Regularly submitting Actual vs. Budgeted expenses overshoot to the management for reviews and strategic decision-making.

#### **SUMEDHA SPACELINKS LLP.**

**May'14 -Mar-17**

##### **Sr. Executive Accounts**

- Responsible for the finalization of accounts. Handling accounts of VM Procon Pvt. Ltd., Sumedha Spacelinks LLP & Enigma Co Op Housing Service Society Limited.
- Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms.
- Strategically planning & implementing the accounting systems, policies & procedures to initiate and control finance, projecting towards organizational goals to maximize profitability and generate revenue.
- Ensuring adherence to procedures and policies of the Industry and streamlining various Financial Operations & Analysis with key focus on bottom line profitability.
- Implementing cost management initiatives, monitoring various overheads & achieving maximum cost control. Preparing periodical cash flow statements for monitoring the flow of working capital/ cash.
- Maintaining books of accounts and finalizing year-end statements in compliance with accounting standards & Balance Sheet working.
- Looking after operational expenditure/control and responsible for strategically planning & implementing innovative business strategies to initiate finance control.
- Performing daily accounting transactions in General Ledger also performing timely reconciliation of all General Ledger accounts.
- Instrumental in Fund Management - monitoring fund position on daily basis and updating to Management.
- Generating MIS Reports at various required frequencies (Weekly, Monthly, Quarterly and Annual). Regularly submitting Actual vs. Budgeted expenses overshoot to the management for reviews and strategic decision-making.

#### **RAM AGRI INFRA INDIA PVT. LTD.**

**Jul'13 – Mar'14**

##### **Sr. Executive Accounts**

- Involved in the finalization of Accounts also handling Filing Service Tax, TDS and VAT Return.
- Handled payment of statutory Dues viz. Excise, TDS and Service Tax.

#### **VR PERSULFATES PVT. LTD.**

**Mar'12 – Jun'13**

##### **Finance Manger**

- Handled banking work viz. Bank Guarantee, LC, Foreign Remittance and Power Hedging.
- Instrumental in Export Sales, finalization of accounts also maintaining Excise Record, Filing Excise, Service Tax and TDS Return.

- Maintained payment of statutory Dues viz. Excise, TDS and Service Tax.

**SAUMYA CONSTRUCTION PVT. LTD**

**Aug'10 – Feb'12**

**Executive Accounts**

**AGARWAL KOTHARI & AGARWAL – CA**

**Dec'06 – Jul'10**

**Article Clerk**

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## **EDUCATIONAL CREDENTIALS**

**CA PE-II, 2007**

Indian Institute of Chartered Accountant of India

**Bachelor of Commerce, 2005**

Maharshi Dayanand Sarasvati University, Ajmer

## **IT Skills**

Tally, LN, Far Vision (ERP) Software, FAS, MS Office and Internet Applications

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**Date of Birth:** 18<sup>th</sup> January 1984

**Language Proficiency:** Hindi, English, Gujarati and Rajasthani

**References:** Available on Request