

MITESH PAREKH

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CAREER OBJECTIVE

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

**EDUCATIONAL
QUALIFICATION**

M.Com	in 2012 from Gujarat University, Ahmedabad
B.Com	in 2009 from Gujarat University, Ahmedabad
Class XII	in 2006 from GSEB
Class X	in 2004 from GSEB

AUDIT EXPERIENCE

Worked as Assistant Auditor with H. V. Vasa & Co.(Chartered Accountants) (Feb-2007 to Sep-2012).

Responsibilities includes:-

- Providing Consultancy services to clients.
- Vouching of Various Books like purchase book, Cash Book, Journal Book.
- Checking & Establishment of internal control system.
- Preparing audit programs in consultation with client.
- Analysis of draft financial statements including notes to accounts.
- Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
- Timely calculation & deposit of TDS.
- Prepared income tax returns of various clients.

**ACCOUNTING & AUDIT
EXPERIENCE**

Worked as Accountant H D Pharmachem, & United Formulation Inc. (Sep - 2012 to March-2014)

- Accounting responsibilities
- Co-ordination with parties
- Managing Cash-flows
- Managing relations with various third party accounting and financial authorities

Worked with Shakti Forwarders Pvt. Ltd. as Chief Accountant (March-2014 to April-2015)

- Accounting responsibilities
- Mainting Finance
- Internal Audit
- Manage Cash-flows
- Co-ordinating with Parties regarding Finance
- Preparation of Balance sheet & Income tax return

Worked with Aadit EHS Solutions Pvt. Ltd. as Chief Account Officer (April-2015 to June-2018).

- Maintain Stock (Quarterly)
- Accounting responsibilities
- Statutory Compliance i.e. TDS, VAT/GST, Income Tax,
- Co-Ordinating Parties for Purchase
- Prepare SOP (e.g. Sales, Purchase, After Sales Services)
- Checking of Internal system & Report to Director

Worked with QX KPO Services LLP as a Management Accountant Since June-2018 to Oct-2021.

- Maintaining UK based Student accommodation schemes
- Prepare Monthly Profit & Loos A/c, Balance Sheet.
- Analysis of Cash Flow.
- Monthly prepare Trail Balance.
- Co – Ordinating with Finance team at UK.
- Prepare Budget & Forecast (Quarterly).
- Preparing monthly Income & analysis

COMPUTER PROFICIENCY

Working knowledge regarding application package MS Office, Tally, MICROSOFT NAV & SAP.

PERSONAL DETAILS

- Date of Birth: 21/02/1989
- Father's name: Mr. Shambhubhai Parekh
- Father's Occupation: In Service.
- Languages known: English, Hindi, Gujarati.
- Mobile No: 07 53 60 39 09

HOBBIES

Listening to music & Reading.

PERSONAL ASSETS

My strength may be marked with three words:-

- Integrity
- Innovation
- Initiative

These are the three mantras with which I work.

Date: 01/12/2021

Place: Ahmedabad