

# RESUME

**NAME :Kalpesh H Rajai**

Date of Birth :December 30,1993

E-mail: kalpesh.rajai93@gmail.com

## Objective

To pursue a dynamic and challenging career with an organization of repute, and integrating my own goals with the organization's, so as to become a catalyst in each other's growth.

## Educational & Professional Qualification

Degree	Board / University	Year	% marks / CGPA
IPCC (GR-2)	ICAI	2015	156
IPCC(GR-1)	ICAI	2012	203
CPT	ICAI	2011	112
B.COM	AHMEDABAD UNI.	2014	3.115
HSC	GSHSEB	2011	96.89 (Percentile)
SSC	GSHSEB	2009	79.38%

## Professional Experience

Presently, working with Jindal Worldwide Limited, as an Account Executive at Ahmedabad (June-2018 to till date)

### Work Undertaken:-

- Preparing Books of Account and maintain annual records
- Analysis of draft financial statements
- Finalization of financial statements.
- Analyzing Payroll reports and maintain the records
- Preparing Reconcile Reports.
- Preparing GST Return on monthly basis.
- Preparing TDS Return and Income tax return.
- Preparing Tax Audit Report

I have worked with Entigrity Solution LLC, as an Account Assistant at Ahmedabad (Jan 2017 to June-2018)

### Work Undertaken:-

- Preparing Books of Account as per foreign rules and regulation
- Analysis of draft financial statements
- Finalization of financial statements.
- Preparing Various types of Tax returns like 1040, 1120S, 1065 etc.
- Analyzing Payroll reports and maintain the records
- Preparing Reconcile Reports.

Completed 3 Years Article ship from BHAVIK KHANDHEDIYA & ASSOCIATES Chartered Accountants Ahmedabad (Feb.2013 to Feb.2016)

**Work Undertaken:-**

- Providing Consultancy services to clients.
- Vouching of Various Books like purchase book, Cash Book, Journal Book.
- Analysis of draft financial statements including notes to accounts.
- Finalization of various entities financial statements.
- Preparing and filing Tax audit reports.
- Filing of E-TDS Return
- Service Tax computation, return filing and working on CENVAT Credit.
- Preparation and filing of Income Tax Return.
- Preparation and Submitting of Income Tax assessment Implication and working paper.
- Preparing Stock audit reports.

**Software /Computer Proficiency**

- Proficiency in MS Office(Excel,Word,Powerpoint,Outlook)
- Good command over TALLY ERP
- Knowledge of tax software of Ultra tax, Pro series etc.
- Good command over Quick Books.
- Basic knowledge of OS's(Windows,XP,vista)
- Well versed with internet

**Soft Skills**

- Learning attitude, always ready to learn new things
- Accept all type of working environment and team work environment
- Always believes in positivity which is gives successive result.
- A Self confident person, who believes in smart and hard work.

**Personal Details**

Fathers Name : Mr. Haresh C. Rajai  
Gender : Male  
Languages Known : Gujrati,English,Hindi,Sindhi  
Address : **11/A Gujarat Housing Board, B/H Gandhi Baug Mahuva.**  
Contact No.: 9429839857

**DECLARATION**

I hereby declare that the above mentioned information is true to the best of my knowledge.

**KALPESH RAJAI**