

# CURRICULUM VITAE

## **Janak B. Bhavsar**

**Mob: - +91 73835 32212**

**E-Mail:**  
**janakbbhavsar@gmail.com**

### **Permanent Address**

**03, Aakashdeep Appartments,  
I/s. Patel Society  
Opp. Police Commissioner  
office, Shahibaug,  
Ahmedabad  
Gujarat. India  
Pin : 380 004.**

### **Personal Data**

**Date of Birth** : 1985, 14<sup>th</sup> April  
**Sex** : Male  
**Nationality** : Indian  
**Marital Status** : Married  
**Languages** : Hindi ,English &  
Guajarati  
**Mother Tongue** : Gujarati  
**Hobbies** : Music, Cricket

### **Family Background:**

**Father** : Bharatbhai Natvarlal  
**Occupation** : Retired From BSNL

**Mother** : Kokilaben Bharatbhai  
**Occupation** : House-wife

**Wife** : Priyal Janak  
**Occupation** : Lab. Technicial-AMC

I am belongs to cultural and  
Educated Hindu family having two  
sisters.

### **Career Objective:**

Intend to build a career with leading corporate with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment. I would like to give my total dedication in the field of finance/Accounts of your well recognized and reputed organization.

### **Professional Qualification:**

- All works related with accounts & Maintain account in Tally.
- Maintain Sales Purchase Receipts Payments Entry on Daily Base & Outstanding on daily Base.
- Maintain Vat Calculation.
- Making E-Payment of (TDS, Service Tax, VAT, CST) Monthly.
- Bank Reconciliation & All Bank Related Work on daily basis.
- MIS in Microsoft Office.
- Audit of written books.
- Related to Journal ledger, Bills Payables and receivable, Payroll.
- Assisting Manager Accounts on day - to - day activities.
- Assign day to day cash book, bank book checked and statements.
- Purchase Bill, Sale bill, Daily Voucher. Ledger and outstanding bills.
- Ledger Scrutiny of Debtors / Creditors & Internal Audit Work
- Head office daily E-mail, Office Work & Accounts, Auditing
- Filling TDS returns Quarterly and Service tax Returns half yearly.
- Helping in Pay-roll and another work.
- Responsible to make all statutory payments timely like PF, ESIC, PT etc.
- To assist in clearance of Income Tax scrutiny and IT related matters to seniors.
- Audit, Maintain of Personal work, Party a/c., ledger maintained etc.
- Daily recording of collection & Bank Book, Cash Book, Bank Reconciliations.
- Submitting Reports to higher authorities.
- Costing related MIS Reports.

### **Assets:**

- Adoptability.
- Good convincing power & better communication.
- Enthusiasm to learn.
- Honest to the work and analytical mind.
- Positive attitude.
- Hardworking & Enthusiastic to Learn
- Loyalty & Commitment

**Academic Qualifications:**

| Degree | Passing Year | University         | Percentage |
|--------|--------------|--------------------|------------|
| B.Com  | 2005         | Gujarat University | 50.00%     |
| H.S.C  | 2002         | G.S.H.E.B          | 66.00%     |
| S.S.C  | 2000         | G.S.E.B            | 71.00%     |

**Experience: 10 Years**

| Job profile & Reference:           |   |
|------------------------------------|---|
| <b>May-2003 to April-2004</b>      | D.G. Patel & Co.<br>As Accountant Cum Audit Assistant<br>Mr. Maulik Desai (C.A) (M) +91 99244 40111                   |
| <b>April-2004 to March-2009</b>    | Airtouch Tradeserve Pvt. Ltd.<br>As Jr. Accountant<br>Mr. Sanjay Vakta (Director) (M) +91 98240 45005                 |
| <b>March-2009 to December-2009</b> | Shalby Hospitals Ltd.<br>As Sr. Executive Accounts.<br>Mr. Viral Shah (Manager-Accounts) (M) +91 99245 21200          |
| <b>December-2009 to May-2013</b>   | K. Mukund & Co. (Pipe Merchant)<br>As Sr. Executive Accounts.<br>Mr. Kalpesh Patel (Partner) (M) +91 98258 02503      |
| <b>May-2013 to November-2015</b>   | Light Microfinance Pvt. Ltd.<br>As Sr. Executive Accounts.<br>Mr. Prashant Banerjee (VP- Finance) (M) +91 99249 92435 |
| <b>Since December-2015</b>         | Voolsy Networks Pvt. Ltd.<br>As Sr. Executive Accounts.<br>Mr. Jay Sheth (C.A) (M) +91 99981 71300                    |

I hereby declare that the information furnished above is true to the best of my knowledge. I assure you that I will work hard & honestly if I will be selected for the Job.

Thanks & Regards

Janak Bhavsar  
March 04, 2019