**RESUME**

**DarshanBhavsar**

**Mob No :- 7405596403**

**Email Id :-** darshanbhavsar403@gmail.com

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| **Qualifications:-** |

* S.S.C Passed with 68.71% In year 2006 G.S.E.B. Board of Gujarat
* H.S.C Passed with 59.29% in year of 2008 G.S.E.B.Board of Gujarat
* B.COM Passed with 63.22% in year of 2011 V.N.S.G.U of Gujarat
* M.Com Passed with 70% in year of 2013V.N.S.G.U of Gujarat
* Jet point passed with 80% in year of 2013 Kadodra institute.

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| **Skill s:-** |

* MS-OFFICE
* Tally 9.6,
* General Internet Work

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| **Experience:-** |

* Heritage Processors Pvt Ltd (1.6 year)

Designation: Accountant

* Company Name: Ratnapriya Dyeing & printing mills pvt. Ltd (5 Years)

Designation: Accountant

* Company Name: Shubhalakshmi Polyesters Ltd (1 Years )

Designation: Accountant

* Company Name: Sanskar Processprs Pvt Ltd ( Aug 2020 till dates )

Designation: Accountant

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| **Responsibility:-** |

* GST preparation data and GSTR-1 and GSTR-3B Return Prepare.
* To calculate and file TDS return.
* Daily data entry of purchase and sales invoice
* Handling day to day voucher entries
* Bank reconciliation manages and cheque position of balance.
* Interest calculation on CC,TL,WCDL.
* New open letter of credit (lc) and make payments of lc ready document
* Staff salary calculation and payment bill checking
* Check bank collection RD.CD.TDS and Claim
* Make of issue for debit note and credit note
* GST return and TDS data manage
* make payment of PF and ESIC.
* Attending calls, maintaining files of clients for which documentation and paper filing
* Check email and reply .
* Check GSTR-1 and follow up for GST file or not with creditor.
* MIS reports prepare.
* Bank letter prepare.

**Personal Details**

Name:- Bhavsar Darshan Dineshbhai

Father Name:- Bhavsar Dineshbhai Uttambhai

Date Of Birth :- 07/06/1991

Gender :- Male

Address:- 694,(MOTA BAZAR), Main Road, Baleshwar

Ta:- Palsana Dist:- Surat

Pin code:- 394317

Dist:- Surat

I Hope that you will consider my application Favorable & give me an opportunity to server under kind control.

DATE:-

PLACE:-

Yours Faithfully

DarshanBhavsar