RESUME

***CHETANKUMAR MEGHWAL ( ACCOUNTANT- 14 Years+ )***

***Mob:-+ 919998846362***

[*chetanmeghwal.1976@gmail.com*](mailto:chetanmeghwal.1976@gmail.com)

***CAREER OBJECTIVE***

To give my best to the organization and want to work efficiently to build a remarkable career with a leading corporate, which will help me to explore my potentials fully, so that I can get expertise in work and achieve organizational objectives.

***ACADEMIC QUALIFICATION***

# Graduation (B. Com) from Rajasthan Vidhyapeeth University in 2001. Sr. Secondary from Board of Rajasthan, Ajmer in 1998.

*Secondary from Board of Rajasthan, Ajmer in 1996.*

***JOB PROFILE TOTAL EXPERIENCE 14 YEARS +***

* *As Sr. Accounts Officer in Institute of Advanced Research, Gandhinagar, from Jun 2020 till date: Company Details: - Research & Educational Institute under Trust from UK. Job Profile:*
* ***Daily Routing Accounts****: To perform duties for the daily routine transaction to run smoothly likes Cash Payment, Banking Transaction and Monthly Salary Preparation & Payment. Reconciliation of the Cash Book and Bank Book, Reconciliation of Account receivable & also all necessary Coordination with various Department, Bank, Auditor & Staff of the University*,
* ***Record Keeping****: Entering the Record in the Tally ERP in digital form and maintaining the Cost Centers as per Funding from Internal Sources & External Sources, Record maintaining on PFMS Govt. Portal & IAR Students Portal.*
* ***Year Ended Accounts****: To Maintain Accounts Book, Keeping & day to day maintenance. To preparation of Balance Sheet, Income Expenditure Account and necessary Accounting Statements from time to time as require, Reconciliation of Accounts, Budget preparation for next Financial Years & preparation MIS as per require by Trusty & Management.*
* ***Statutory Audit****: To perform duties for the Accounting Record as require for the purpose of Statutory Audit at Year Ending. To prepare Data as per requirement during Audit period. To solving of the Objections raised by Auditors.*
* ***Tax Audit****: To perform duties for the compliance of the Taxation work. Maintaining different types of Challans & Records & Payment for the same. Correspond with the Auditor for records to be sent and compliance there on. Solving of the objection raised by Income Tax Consultant.*
* ***External Grant****: The record keeping of External Grant record in Tally & ERP which received from Government Agencies & prepare Statement in format of Capital Expenses & Non Capital Expenses against received fund from Agencies and same update on PFMS Portal.*
* ***Tax Payment****: All the Tax liabilities deduction from the required source & the deposition of the same within the due date without any penalty & filling of TDS & GST. Generate of E-way Bills on GST portal.*
* ***Other Compliance****: Work related to deduction & deposition of Professional Tax, TDS, GST & other applicable Tax. Liaising with Municipal Officer, Guda Officer, GST Officer & Gram Panchay.*
* *As Sr. Taxation Officer in M. S. Khurana Engineering Ltd, Ahmedabad , from August 2016 to Feb-2020: Company Details: - Group of Companies working in Government Road & Building Construction Project. Job Profile:*
  + *Collect date of GST from 6 State Branches including Gujarat and other 8 Sister concern Companies.*
  + *Correction in all GST data as well as Books of Accounts..*
  + *Preparing & Finalized data for GST return.*
  + *Sharing Cash Credit with Tax Payable Branches, if require.*
  + *GST Tax online Payment & File GST Return.*
  + *Generation E-Way Bill all over India.*
  + *TDS deducting in Service Provider Vendor’s Bills & Finalized.*
  + *TDS online Payment & File TDS return.*
  + *Prepare data for Sales Tax Assessment & Appeal Cases.*
  + *Prepare data for Scrutiny of Ledger and Tax Department.*
  + *Leasing with Govt. Officer & Co-ordinate with concern Consultant.*
  + *Site Visit for Tax related issue or implement of Tax, if require.*
  + *Solve Ledger Scrutiny and Reconciliation of Bank, TDS 26AS & other G/L Ledger.*
  + *Prepare Profit & Loss A/c Monthly & Quarterly basis.*
  + *Internal Accounts Audit & Finalization of Balance Sheet.*
  + *Create MIS report for Accounts Payable, Accounts Receivable, Tax Payable & Cash Credit Sharing (if require).*
  + *Reporting Taxation Manager & Managing Director.*
* *As Commercial & Admin Officer in Jenson & Nicholson Ltd, Ahmedabad, from November 2010 to March 2016.*

Company Details: - Leading Paints Manufacturing Company. Job Profile:

* + *Manage Gujarat Branch related Accounts.*
  + *Collect Order from Dealers & prepare Invoice.*
  + *Collect Collection & Manage Dealers Ledgers.*
  + *Manage Stocks as per Market requirement & arrange from Plant.*
  + *Take Physical Stock every month and take action for adjustment, if require.*
  + *Dispatch Stock to Dealers & Manage Stock before it’s going to old dated.*
  + *Prepare Agreement of Dealers.*
  + *Prepare MIS Report for Branch.*
  + *Reconciliation of Bank Account & Vender Ledger.*
  + *Manage all Municipal Liances, Transporters, Branch Cash & Local Expense.*
  + *File Legal Case against Payment defaulter Vendors & present in court as an Authorized Re- presentive.*
* *As Accountant in Madhu Techno Gas (India) Pvt Ltd, Ahmedabad, from March 2008 to November 2010 (at present working in part time).*

Company Details: - A Unit of CNG / LPG Gas Kit Fitment Retailers Traders & Importer. Job Profile:

* + *Check & verify all Purchased & Service inward Bills.*
  + *Daily Account Book Keeping.*
  + *Prepare Sales Order & Purchase Order.*
  + *Prepare Sales Invoice.*
  + *Internal Audit.*
  + *Bank Account & Vendor Ledger Reconciliation.*
  + *Finalizing of Balance Sheet.*
* *As Accountant in A. P. Builder Pvt Ltd, Udaipur (Raj.), from March 2006 to February 2008.*

Company Details: - A unit of High Way Road Construction & Mining Excavation Work. Job Profile:

Daily Account Book Keeping, Bank Account & Vendor Ledger Reconciliation, Prepare of outward Invoice, Time Office Work, Planning of Manpower & Machinery for deployed, Audit, Co-ordinate with Consultant.

* *As Asst. Accountant in Associated Soapstone Dist. Co. (P) Ltd, Udaipur from November 2004 to December 2005 (Works Contract Division at GMDC, Panandhro, Kutch)*

Company Details: - Pioneer & Leading Soapstone Mine Owner & Supplier in India. Job Profile:

Daily Account Work, Manage Stock, Cash & Bank Manage Salary & Wages Preparation, Leasing with GMDC Officer, Purchase of Machinery Parts, Time Office Work, Manpower & Machinery deployed Planning, Assist to Project Manager.

***AREA OF INTEREST***

# Accounts

* *Taxation*

***TECHNICAL/COMPUTER SKILLS***

|  |  |
| --- | --- |
| ***Skills*** | ***Platform*** |
| ***Operating System*** | *Windows / 2000/ XP / vista/ 2007* |
| ***Tally & Other Software*** | *Tally ERP 9.0 (Version 6.5.1), Microsoft Navision ERP, Phoenix Software, Easy Software* |
| ***Working Knowledge*** | *MS-Office, Internet Operation* |

***PERSONAL STRENGTH***

* *Positive Attitude & Honest*
* *Hardworking*
* *Flexible Approach*

***PERSONAL INFORMATION***

* *Name: Chetankumar Meghwal*
* *Father Name: Narayanlal Meghwal*
* *Date of Birth: 01th Jun. 1976*
* *Gender: Male*
* *Marital Status: married*
* *Nationality: Indian*
* *Languages Known: English,Hindi,Gujarati*
* *Present Address: 1, Vir Vikram Nagar, Near Saurastra Society,*

Opp Swagat Appartment, Ambawadi, Ahmedabad

***REFERENCE***

Will be produced at the time of interview if needed.

***DECLARATION***

I hereby declare that the information mentioned above is true and correct according to my knowledge and belief.

*Place:*

*Date* ***CHETANKUMAR***

***MEGHWAL***