# Curriculum vitae

**Address:** 8/81, Mangalmurti Appartment,

Nr. Naranpura Tele. Exchange,

Shastri Nagar ,Naranpura, A’BAD –13.

Chirag Desai

Mob. No : 9978393819

E-mail Id : [talking2chirag85@gmail.com](mailto:talking2chirag85@gmail.com)

**CAREER SUMMARY & SKILLS**

An accomplished and talented accounting professional with more than 7 years of experience in managing accounting and auditing. Seeking a position in accounts payable and receivable to utilize my skills and experience in the mentioned field. Often recognized as being highly astute, energetic, and team spirited with strong work ethos and ability to fill numerous financial roles. Accurate, precise, and highly ethical in all work-related assignments – able to immediately contribute to corporate financial goals and objectives. Possess outstanding academic in financial field.

**Core Competencies:**

**Finance & Account**

* General Accounting:  finalization of accounts, preparation of Balance sheet and P& L A/C, Checking Ledgers and clearing the disputes thereon.
* Internal Auditing & Monitoring: Implementing systems, procedures and manuals for preparation & maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements. Evaluating internal control systems to highlight shortcomings & implementing recommendations made by Auditors.
* Statutory Compliance: Handling statutory compliance of Company Act regarding Filling Various Return, Annual Accounts & Supervising Timely Compliance of Depositing PF, ESIC and Filling Return thereof.

**Taxation & Audit**

* GST: Preparing statement for GST returns, scrutinizing local purchase inputs and preparing Input tax credit and necessary details for filing the return.
* Income Tax: Monitoring timely payment of TDS, Advance Tax on or before due date. Filling TDS and Income Tax Return on due date. .

**Commercial Accounting & Operations**

* Debtors & Creditors management: Handling overdue receivables from customers and getting collection from them, passing journal entries and adjustments for the debtors’/creditor’s accounts. Scrutinizing Accounts Receivable and Payable Plan and reconciliation for debtors/creditors ledger; preparation of debtor’s collection and ageing report - month wise. Checking Outstanding Liabilities and suggesting management for clearance of dues/issue of cheques to parties. Issue of Credit Notes and Debit Notes. Checking and passing Invoices received from Vendors and Invoices made to Customers.
* Stock Accounting: Conducting physical verification of stocks & reconciling with books; preparing necessary records to track the inward / outward movement of goods. Accounting for raw material, incoming material; making appropriate arrangements to ensure timely deliveries; processing the bills of the vendors.
* Ability to supervise teams, improve workflow, accuracy and efficiency
* Possess extensive knowledge of working ERP, Tally & Accounting Software ,  Exceptional research, analysis and accounting abilities, Goal oriented and ability to work within tight deadlines

Experienced in Accounting /Financial Field and undertaking various processes in current organization.

WORKING EXPERIENCE :

Company : Ambar Protein Industries ltd.

Ambar Protein is a mfg.of edible oil products company that has been in business for past 12 years. It’s brand name is known as “Ankur Oil”

Duration      : May 2014 to till date

Designation          : Account OFFICER

**Highlights**

* Maintain of Proper books of accounts which including All record like day to day accounting transaction maintain the proper  records for Fixed Assets Register, Inventory and all Liabilities.
* Closing the Monthly/Quarterly/Annual statutory books of accounts and preparation of draft financial statements.
* Preparation of Profit & Loss Account, Balance Sheet and Variance analysis.
* Reconciliation: Bank Reconciliation, Debtors Reconciliation and Creditor Reconciliation.
* Performing Month End close by closing the ledgers and passing manual journals
* Calculating and processing the payroll including attendance and reimbursement & issuance the salary slips.
* Prepare Monthly MIS Report and Monthly & Annual making Budget, Balance sheet and Prepare Cost Sheet, Cash flow Statement for all the Senior Management for taking timely and Corrective actions.
* Monthly TDS Reconciliation, identify the Liability and ensuring the Correctness of TDS Deductions (Salary, Contractor, Rent, Professional fees), Payment of TDS online & Issue of TDS Certificates (Form 16 and 16A)
* Monthly Service Tax reconciliation, Preparing Monthly Service tax liability an ailment of Cenvat credit, Preparing half yearly return ST- 3 form filing and audit compliance for service tax.
* Provident Fund, Employee State Insurance Corporation and Lab our Welfare Funds Calculate and deduct from salary and deposit the same in authorized banks.

Company              : Rajendra N. Shah & Co. c.a.

Duration              : Jan 2009 to April 2014

Designation         : Audit Assistant

**Highlights**

* Auditing of Books of Account
* Management of Audit Planning.
* Preparation of Auditing reports.
* Filling of income Tax returns, T.D.S. Return.
* Preparation of Bank reconciliation
* Preparation of Balance-sheet, and such adjustments.
* Worked as a Internal Auditor Of CEE

**PROFESSIONAL & ACADEMIC QUALIFICATION**

**Professional Qualification :**

* Pursuing IPCC - Integrated Professional Competence Course from  Institute of Chartered Accountants of India
* Group 1 Cleared And Article ship Completed.
* **Academic Qualification:**
* B.Com(Pass) from Gujarat University in 2005
* Senior Secondary from CBSE in 2003

**TECHNICAL AND COMPUTER KNOWLEDGE**

* Good command in MS office (Excel, Word PowerPoint, Outlook)
* Tally 4.5 to Tally 9 ERP and also worked in ERP & accounting package (Ke-treat)
* Awarded by the Certificate for the completion of I.T. Training From The ICAI

**EXTRACURRICULAR ACHIEVEMENTS**

* Attend the Seminar On “How to File 3-CB, 3CD Report” Conducted By The ICAI.
* Awarded by Award for Painting from Gujrat Rajya kala Academy.

**STRENGTHS**

* Positive attitude
* Very good team player and self-starter.
* Dedicated & Self Motivated
* Adaptive learning with continuous knowledge enhancement.
* Ability to independently research and resolve issues.

**PERSONAL INFORMATION**

* Date of Birth : 02nd September 1985
* Father’s Name : Mr. Kamleshbhai
* Gender                   : male
* Marital Status              :Unmarried
* Nationality                    :Indian
* Languages Known       :English, Hindi and Gujarati