Koshti Falguni Laxmanbhai

264, Vallabh Park Tenament, Kenal Road, Nr. Gebanshahpir darghah, Vatva, 382440. Email ID : koshtifalguni2312@gmail.com, Contact No.: 9998776077

# Career Objective

To handle challenging assignments in areas of Finance & Accounts for a highly growth oriented and reputed organization thereby actively contributing towards the success of organizational goals.

# Professional summary

* Having 4+ years of experience in to Accounting and Finance.
* Hands on experience in monitoring day to day transactions & maintaining final accounts in accordance with the various amendments in the tax laws and Accounting Standards.
* Working knowledge on Account packages **Tally ERP 9.0 & customized ERP software.**

# Qualification

I passed my m.com from Gujarat University with second class in 2020

I passed Common Proficiency Test passed May 2014.

I passed my B.Com. From Gujarat University with 60% May 2016.

I passed my H.S.C. from Gujarat Higher Secondary Education Board with 70% March 2013.

I passed my S.S.C. from Gujarat Secondary Education Board with 70% March 2011**.**

# Inter Personal Skill

Good oral and verbal communication. Knowledge of MS Office,

Having Proficiency in Tally ERP 9.0

Hardworking

Quick learner

**Goal**

Secure a responsible position in account management and seeking a position as an Accounting Executive where extensive experience will be further developed and utilized.

# Work experience

**1. Currently associated with Ushanti colour chem Limited as Account executive.**

**Responsible for:**

* Handling purchase Department

Making bill entry, checking bills with delivery note and Purchase Order form.

* Handling sales department

Maintaining sales orders details, making sales Invoice, E way bill & Relevant Documents of sales & handling transportation for supply of goods

* Handling GST reconciliation, bank reconciliation & vendor reconciliation monthly
* Handling adjustment entries of finalization of accounts
* Maintaining Voucher entries
* Assisting in senior accountant internal & Statutory auditors
* Maintain TDS Details relevant to our company
* Helping to senior account in final accounts
* Any other task required by the Management as per their requirement.
* Maintaining Patty cash day to day
* Maintaining GST and bank reconciliation monthly - maintaining vendor reconciliation.

**2. Working with Ajay shah & co. as accountant from august 2017 to September 2018**

**Responsible for:**

* Maintaining the books of account of clients.
* Preparing final accounts of clients.
* Preparing statement of income for tax calculation.
* Maintaining the 402 & 403
* Filing of Income tax return of clients.
* Handling statutory audit of clients.
* Preparing audit Report.
* Handling income tax department queries of clients.

**3. Working with Darshan Hardware Pvt. Ltd. as account assistant from January 2017.**

**Responsible for:**

* Maintaining daily bank report
* Maintaining monthly calculation of VAT, sales tax and TDS.
* Maintaining property tax.
* Maintaining the PF and ESIC of Staff.
* Maintaining expenses schedule of company.
* Maintaining the reconciliation of bank, vendor and debtors.
* Having knowledge of 402 and 403.
* Maintaining the net banking transactions.
* Maintaining the attendance register of staff.
* Maintaining internal audit of books of accounts.

**Personal Details**

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| --- | --- |
| Name | : Koshti Falguni Laxmanbhai |
| Address | : 264, Vallabh Park Tenament, Kenal Road, Nr. Gebanshah Pir Daghah, Vatva, Ahmedabad-382440. |
| Date of Birth | : 23-12-1995 |
| Gender | : Female |

Language Known : English, Hindi and Gujrati

Hobby : Riding of Bike

Family : Father Peon at Das Courier Office

: Mother home maker and tailoring at home

# Commitment

If I shall get opportunity with any firm, I shall give and take all knowledge effort to progress of firm and me both. I shall maintain healthy environment of my work premises. I shall maintain good relationships and follow code of conduct.

Thanks & Regards,

Falguni L. Koshti.

(9998776077)