CURRICULUM VITAE

Professional Competence

* Chartered Accountant having knowledge of Accounting, Auditing, and MIS (i.e. Management Information Systems)
* Preparing and auditing statutory books of accounts along with prescribed accounting standards and corporate regulations.
* A keen analyst with negotiation and relationship management skills and abilities in liaising with financial institutions, banks and other external agencies.
* Auditing MIS reports and statements which are responsible for adequate

Control of internal process.

Areas of Interest

* Accounting, Taxation (in Income tax)
* Very much interested in doing R&D in ERP and always eager to know about systems implementation & development

Professional Credentials

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| --- | --- | --- | --- | --- |
| **Sr. No.** | **Degree** | **Year of Passing** | **Institute** | **Percentage**  **(%)** |
| 1 | C.A (PE-I) | May- 2005 | The Institute of Chartered Accountants of India | 66.75 |
| 2 | C.A (P.E-II) | May- 2006 | The Institute of Chartered Accountants of India | 53.50 |
| 3 | C.A (Final) | See notes below | The Institute of Chartered Accountants of India | 53.13 |
| 4 | IFRS certification course | June-2011 | KPMG Advisory & Audit firm | Certificate received |
| 5 | One day workshop on XBRL | Dec-11 | IRIS Business solutions in association with Princeton academy from Mumbai | Certificate received |

**Notes:**

1. Cleared the First Group of C.A-Final exam in Nov.-2008.
2. Cleared the Second Group of C.A-Final exam in May-2010.
3. Completed the B.Com course from **H.L.College of Commerce**, a reputed college of Gujarat.

Educational Credentials

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| **Sr. No.** | **Degree** | **Year of Passing** | **Board/ university** | **Percentage**  **(%)** | **Class** |
| 1 | S.S.C (10th) | March-2002 | G.S.E.B | 81.29 | Distinction |
| 2 | H.S.C  (Commerce) | March-2004 | G.H.S.E.B | 86.50 | Distinction |
| 3 | Bachelor of commerce (B.com) | April- 2007 | Gujarat University | 70.00 | First |

Skills of Information Technology

* Basics : MS-Office
* Accounting : Tally, SAP (FI)
* Taxation

Softwares : KITRET, COMPUTEX, SPECTRUM (ERP)

* + - ERP : Experience in operating ERP like Finacle (Banking software),Spectrum (taxation & finance) and SAP (FI module)

Experience as a Chartered Accountant in Current Organisation

* + - Currently working in Gujarat State Petronet Ltd (GSPL), Gandhinagar, India as a Senior Officer, since Oct’10 in Finance & Accounts department on State Govt. pay scale as per Sixth Pay commission rules.

* + - Working on SAP (FI-module) and having operating skills in that module.
    - Also assisting in taxation (income tax) matters and accounts receivables.
    - Involved in finalization of accounts, budgeting requirements and also providing assistant in resolving the queries of statutory auditors and CAG auditors.
    - Ensuring Statutory Compliances with income tax and service tax department, and also with legal consultants.
* Internal Audit and co-ordination with Statutory Auditors for finalization of accounts. Co-ordination with Auditors, deputed by the International Company, as and when required.
* Cash Management /Working Capital Optimization
* Direct and Indirect Taxes for statutory compliances and also for other laws applicable to organisation.

Experience as a Faculty/Lecturer:

* I have also provided my services as a Visiting faculty (for Accountancy, English and Business communication) to the renowned **Arihant institute Pvt. Ltd** (Ahmedabad) at CS foundation and executive level since May’10 till Jan’13
* At Arihant Institute I had also provided On line lectures through Satellite Learning Programme (SLP) at all India level to CA & CS students.

Experience as an Article Assistant

* Articleship training from Aug.’06 to Sept.’09 under **CA Jignesh P. Shah** a partner of **Nimesh M. shah & Co.,** Chartered Accountants, a reputed firm having 18 years of experience in the field of tax audits of both corporate as well as non- corporate entities, bank audits, and project finance.

Personal Information

Name : Harshit B. Gandhi

Father’s Name : Bhupendrabhai P. Gandhi

Residential Address : 3385, Reva das ni pole,

Mangal Parekh no khancho,

Shahpur,

Ahmedabad-380 001.

Gujarat

India

Date of Birth : 9th April 1987

Gender : Male

Nationality : Indian

Languages known : Gujarati, Hindi & English

With leadership qualities, professional knowledge and sincere efforts I assure you to contribute my services at maximum level and by that achieving the organizational as well as my personal objectives.

Thanking you Yours faithfully,

Place: Ahmedabad. Harshit Gandhi.