**Jitesh K. Agrawal**

Email :- jitagrawal1234@gmail.com

Mo. No. 9510273720, 8460890091

PROFILE SUMMARY

 A Diligent professional with rich post qualification experience of Two years in Accounts.

 Expertise in Book Keeping, Finalization of Accounts, Pay-roll, dealing with banks for financial

issues, managing finance, budgeting, Costing etc.

 Innovative professional with effective problem solving attitude, inter personal and analytical

skills.

CORE COMPETENCIES

 Accounting  Strong analytical skills

 Financial Reporting  Corporate Finance

 Project Finance  Cost Accounting

 Risk Management

 Financial statement analysis

ORGANIZATIONAL EXPERIENCE

**08/2011 TO 08/2014**  **CA. VISHALANAND & CO.**

**AHMEDABAD**

 Prepare, examine, or analysis accounting records, financial statements or

other financial reports to assess accuracy, completeness, and conformation

of reporting and procedural standards.

 Preparing financial reports that depict the organization's financial position,

such as trial balance,

 Monthly account payable, account receivable and cash flow statements.

 Preparation of working papers and supporting schedules for the annual

financial review.

 Finalization of books of accounts & preparation of Financial Statements as

part of Statutory Audits of Companies and Tax Audits of Companies,

Partnership firms & Proprietorship firms.

 Have an experience of handling whole proceedings of incorporation of

private limited company and preparation various legal documents.

 Prepares financial statements and other reports to summarize and

interpret current and projected company financial position.

 Have an experience of preparation of VAT annual report and monthly return.

WORK EXPERIENCE

 I Have Work with Samkit Infracon Since Feb-2017.

 Registration of RERA, as RERA Act is Applicable to Builder since 2017.

 All Type of Work Related to compliance of taxation.

 Maintaining Relation with RM of Banking and proper follow up of all type of work.

 I Have also work related to Loan.

PROFESSIONAL EXPERIENCE:

**Taxation:**

 Preparation and e-filing of Income Tax Returns for various assesses including

Companies, Partnership firms & Individuals, etc.

 Preparation and e-filling of quarterly E-TDS Returns.

**Scrutiny Assessment:**

 Have an experience of whole assessment proceedings till the Assessing

Officer Level and Preparation of Various Documents which are demanded by

Income Tax Officer.

**Register of Company**

 Incorporation of company  Filing Annual report

 Filing Resolution  Change in MOA and AOA

**Commercial Tax (VAT) and Service Tax:**

 Procedure for New Commercial Tax Registration and New Service Tax

Registration.

 Preparation of VAT Audit Report and E filling of VAT Returns and Service Tax

Returns of Various Entities like Companies, Partnership Firms, proprietorship

Firms.

PROFESSIONAL CREDENTIALS

**2017**

**2013**

**2010**

**2007**

**C.A.:** ICAI, India.

**M.COM**: Account & Finance, Gujarat University - Ahmedabad India

**B.COM**: Account & Finance, Gujarat University - Ahmedabad India

**H.S.C**: Commerce ,Gujarat Higher Secondary Education Board - Ahmedabad

India.

COMPUTER PROFICIENCY

 Proficient in Microsoft Office application and ERP Packages viz. Tally

 Operating System: MS Windows

 Office Suit: Working Knowledge of MS-Word, MS-Excel & Power Point

 Accounting Package: Tally(All Versions) and Taxation Software: Genius.

 Successfully completed Compulsory Computer Training conducted by ICAI.

HOBBIES

 Listening music, Exploring new things (Physically as well as online), Cricket,

etc.

NTEREST &EXTRACURRICULAR ACTIVITIES

 Handled a Team of participants as Volunteer at Cultural festival of College.

 Modelling

LANGUAGES

 English, Hindi and Gujarati

PERSONAL INFORMATION

 Date of Birth : 9th October, 1989

 Father's Name : Kishorilal Agrawal

 Address : 3, Jain nagar soc., Gomtipur, Ahmedabad.

 Nationality : Indian

 Passport details : Applied

 Marital Status : Unmarried