**Panchal Mahesh. I**

**(M) 099781 28037 Email :** [mipanchal4u2c@gmail.com](mailto:mipanchal4u2c@gmail.com)

P.A 007, Shivnagar Society, Opp. Dena Bank, Nandej , Ahmedabad – 382 435.

29/2 Samrat Nagar, N.H.No-8 ,Isanpur,Ahmedabad.

**Objective: -**

To work on challenging roles which would help the organization to touch the new heights and to develop special skills as an individual.

**Employment History: -**

### Sr.Accountant

**Organization :** **M/s. Bhairav Raffia Pvt.Ltd.**

**Duration :** Since June-2011

**About the Company:** It is a leading PP Fabric company manufacturing wide Product range in Plastic Fabric Market and other having annual turnover more than 90 cores.

* Up to Finalization of Account, Maintain All Register Like Purchase, Sale, Cash Book, Bank Reconciliation, Debtors & creditors Account Ledger, Recovery from debtors, Maintain All Account. etc. as per requirement by the company.
* Liasioning with the customer as well as government authority as per requirement by the company.
* Maintaining & implementing administrative activity as compliance of standard operating procedure with satisfaction.
* Preparing MIS reports & documentation of weekly and monthly basis at the end of each month.
* Prepare Every Month ER-1 and Submit Online To Excise Department,Responsible for other work, which may be assigned by the management from time to time.

### Sr.Accountant

**Organization :** **M/s. Jindal Texofab Limited**

**Duration :** Since Jan-2007

**About the Company:** It is a leading Fabric company manufacturing wide Product range in Fabric Market and other having annual turnover more than 300 cores.

**Job Responsibilities:**

* Up to Finalization of Account, Maintain All Register Like Purchase, Sale, Cash Book, Bank Reconciliation, Debtors & creditors Account Ledger, Recovery from debtors, Maintain All Account. etc. as per requirement by the company.
* Liasioning with the customer as well as government authority as per requirement by the company.
* Maintaining & implementing administrative activity as compliance of standard operating procedure with satisfaction.
* Preparing MIS reports & documentation of weekly and monthly basis at the end of each month.
* Responsible for other work, which may be assigned by the management from time to time.

##### Accountant

**Organization : M/s. Orio Sanghai Colour Chemical Ltd. (E.O.U-Naroda)**

**Duration :** Oct**-**2005 To Nov-2006

**About the Company:** Export Oriented Unit, Manufacturing of pigments and Export to Other Country.

**Job Responsibilities:** Handled and compliance books of accounts of the company up to auditing***.***, execution of TDS section up to the e-TDS return, MIS report, reconciliation and finalization.

Accountant

**Organization : Dixit Investigation and Security Pvt.ltd.**

**Duration :** June 2004 to Aug. 2005.

**About the Company :** It is an Investigation and Security Service provider

**Job Responsibilities:** Handled and compliance books of accounts viz., journals, ledgers, sales, cashbooks, Bank reconciliation, preparation of trial balance file management and Preparation of Salary Register Every Month and and responsible for all Gov.Dues i.e. Service Tax and ESIC and Provident Fund.

Assistant Accountant

**Organization : Patco Automobiles Limited.**

**Duration :** May-1999 to Apr. 2004.

**About the Company:** Maruti Authorized Dealer.

**Job Responsibilities:** Maintaining Day to day Entry of Sales and Purchase, Cash Voucher , Making Different type of Statement , prepare Spare purchase Order and .

**Personal Profile: -**

**Date Of Birth :- Oct** **18th 1979**

**Gender :-** Male

**Nationality :-** Indian

**Marital Status: :-** UnMarried

**Languages Known :-** English, Hindi, Gujarati

**Academic Qualifications: -**

B.Com. Gujarat University, Class – Second

**Computer Skills :-**

* Software: Ms-Office & Tally 5.4, 6.3. 7.2, 9-Beta, TALLY ERP, Ms-Dos. FoxPro, iNTERNET
* Operating System: Windows Xp, Windows Vista

***(Panchal Mahesh I)***