**R E S U M E**

NAME : KANSARA TEJAS NIRANJANKUMAR

ADDRESS : 909, KANSARA POLE,

MANDVI NI POLE,

MANEKCHOWK, AHMEDABAD-380001

CONTACT NOS. : (M) 9427608250

E-MAIL : tnkansara81@gmail.com

Date of Birth : JUNE 14th, 1981

AGE : 38 YEARS

QUALIFICATION : B.COM, LL.B.

EXTRA QUALIFICATION : GPSC TYPE EXAM 40WPM

DIPLOMA IN COMPUTER SCIENCE

**CURRENTLY EMPLOYED WITH**

**JUPITER COMTEX PVT. LTD. - 8 Years (16/02/2010 to Present)**

* As an Officer - Accounts

### *JOB PROFILE*

* ROUTINE ACCOUNTING ENTRIES
* HANDLING ODBD & CC LIMITS
* CASH FLOW & DAILY BANK RECONCILIATION STATEMENTS
* T.D.S., SERVICE TAX & VAT RETURN’S DATA PREPARATION
* FINALIZATION OF ACCOUNTS UPTO BALANCE SHEET WITH SENIORS & COMPANY STATUTORY AUDITOR GUIDAMCE
* PREPARATION OF STATUTORY R.O.C. COMPLIANCES WITH COMPANY C.S. GUIDANCE
* FOLLOWING UP FOR COLLECTIONS FROM CLIENT & THEIR MONTHLY PROJECTIONS ACCORDING TO PAYMENT TERMS.
* C-FORM COLLECTION
* VENDORS & CLIENTS ACCOUNTS RECONCILIATIONS HALF YEARLY.
* VARIOUS MIS REPORTS
* PROJECTIONS V/S. ACTUAL COLLECTION REPORT-MONTHLY,
* PROJECT WISE COSTING, COLLECTION FOLLOWUP MONTHLY
* DIRECTORS REMUNERATION REPORT, F.A.REGISTER

**EXPERIENCES**

**SHYAMAL INTERMEDIATES LIMITED - 1 YEAR (19/05/2009 to 15/02/2010)**

* As an Accountant

### *JOB PROFILE*

* DAILY ACCOUNTING ENTRIES
* LOOKING AFTER STOCK & BOOK DEBTS FOR C.C. LIMIT
* CASH FLOW
* BANK RECONCILIATIONS
* T.D.S., SERVICE TAX & VAT RETURNS
* FINALIZATION OF ACCOUNTS UPTO BALANCE SHEET
* BOOK KEEPING & HANDLING STATUTORY & TAX AUDIT & R.O.C. COMPLIANCES

**ASHIMA LIMITED -1.5 YEARS (28/09/2007 – 18/05/2009)**

-As a Sr. Asst. Finance

### *JOB PROFILE*

* *DOMESTIC L.C. DOCUMENTATIONS*
* TDS DEDUCTIONS
* ROUTINE ACCOUNTING ENTRIES
* FINAL SETTLMENTS OF EMPLOYEES

VARIOUS MIS REPORTS

* AGEING REPORT - RECEIVABLES
* DAILY CASH FLOW
* COSTING & REMUNERATION REPORTS

**OTHER EXPERIENCES**

**SHAH NARIELWALA & CO 4.5 YEARS (27/01/2003 – 28/07/2007)**

As a Sr. Audit Asst.

### *JOB PROFILE*

* HANDLING OF VARIOUS RETURNS OF CLIENTS

E-TDS RETURNS

SERVICE TAX RETURNS

INCOME TAX RETURNS

FRIENGE BENEFIT TAX RETURNS

* ADVANCE TAX CALCULATIONS FOR DEPOSITING
* INTERNAL, EXTERNAL & BRANCH AUDIT OF VARIOUS COMPANIES
* STATUTORY BANK BRANCH AUDIT WITH SENIORS
* SITE AUDIT OF A REPUTED CONSTRUCTION BASED COMPANY IN GUJARAT AND AS WELL AS OUT OF GUJARAT

## CURRENT C.T.C. : 4.30/- Lacks p.a. (C.T.C.)

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**(SIGN.)**